Dietitians Association of Australia 2020 Conference

23-25 August 2020

SPONSORSHIP PROSPECTUS

For further information regarding conference sponsorship opportunities please contact:

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Think Business Events
P: 03 9417 1350 | E: daa@thinkbusinessevents.com.au
Introduction

The Dietitians Association of Australia invites you to join us at our 37th National Conference in Melbourne. The theme of the 2020 conference is Discover. Grow. Evolve. and we are excited to welcome delegates to do just that. As we enter the new decade, the conference will focus on contemporary issues facing our profession such as sustainability, leadership and the art of evidence translation and implementation. But this year’s conference theme not only captures these content themes. In 2020, we are excited to launch a new and evolved conference structure.

In 2018, the Conference Redesign Committee carefully reviewed the national conference program as we know it alongside members’ feedback about professional development opportunities. The result: a reinvigorated and revamped conference program offering flexibility, increased opportunities for engagement and active learning, and focused development opportunities for emerging and advanced dietitians. The program will include new session types such as symposiums and an interactive education hub. These are just some of the new and exciting ways the conferencing is growing and evolving.

While you are here, we invite you to discover the best Melbourne has to offer. Whether you are a sports fan, foodie or cultural buff, Melbourne has something for everyone – and that is just within the CBD! Pull out your puffer jacket and stroll the many laneways to discover hidden gems – great coffee, unique culinary experiences and funky bars await! August will see Melbourne in the grips of footy fever so consider catching a game at the iconic MCG full to the brim with passionate fans. If the theatre is more your style, catch a show at the equally iconic Melbourne Arts Centre. No visit to Melbourne is complete without stopping by one of the many markets; South Melbourne Markets is a particular favourite of mine. Have more time to stay? Melbourne is flanked by stunning scenery from Port Phillip Bay to the Yarra Valley, the possibilities are endless!

The Melbourne Convention Exhibition Centre is conveniently located in the CBD on the banks of Yarra River for a bustling weekend escape or a leisurely working holiday. Come together with dietitians to share, learn, network and engage. We are thrilled to welcome you to Melbourne to Discover. Grow. Evolve. in 2020.

Dr Zoe Davidson
Scientific and Social Program Committee 2020 Chair
About DAA

DAA is the leading voice in nutrition and dietetics in Australia, supporting members, advocating for our profession and building healthier communities.

DAA works to serve both members and the wider community. We represent more than 7,000 members Australia wide and overseas, who work in a variety of fields to help build healthier communities.

DAA provides a range of publications and facilitates continuing professional development and education opportunities to keep members informed about the current issues in nutrition and dietetics.

For more details on DAA, including organisational strategy, visit daa.asn.au

Conference Venue

Melbourne Convention and Exhibition Centre
1 Convention Centre Place
South Wharf, Victoria, 3006

The Melbourne Convention and Exhibition Centre (MCEC) is a venue that needs no introduction. It has hosted everything from large conventions and exhibitions, to concerts, tradeshows and gala dinners, which draw audiences of the world’s elite thinkers, innovators and leaders.

Situated on the picturesque Yarra River, MCEC features state of the art facilities. The MCEC is conveniently located in the heart of Melbourne – a pleasant ten-minute riverside stroll from many of the city’s restaurants, hotels and shopping areas making it easily accessed by foot or public transport.

We anticipate that many of our delegates will be looking to relax and unwind from the full line up of inspiring and energised program sessions, so free public transport options within the city will make it easy to get around.

MCEC is the first convention centre in the world to be awarded a 6-star green star environmental rating. With their continuous involvement in Melbourne Renewable Energy Project, reducing carbon emissions, food waste reduction, banning single use plastics and supporting the community via OzHarvest where they redistributed 56,277 meals through their food rescue donation program in the 2018/19 financial year.
Opportunities for Sponsorship and Trade

The DAA National Conference is an annual gathering of Dietitians from across Australia and overseas, with delegates working in all areas of dietetic practice. Delegates have both clinical and non-clinical relationships with patients or clients, communities and populations. They work in management, administration, education, research, advisory roles, communication, program development and implementation, regulatory or policy development, food service, food security, food supply or sustainability.

We welcome interest from organisations who have products or services that assist dietitians in their roles and help them to build healthier communities, including but not limited to medical equipment suppliers, software and technology providers, business resource providers, pharmaceutical and supplement companies, food manufacturers, industry bodies and NGOs.

Why you should be involved?

• Strengthen your existence in the industry and position your organisation as a key industry figure
• Develop new partnerships and networks with key decision makers/influencers
• Open doors for your organisation to connect and develop strategic relationships in a neutral and relaxed environment
• Brand Exposure – Promote your company’s message, products and services through the Conference App
• Showcase your products or services face to face
• 2-way communication with delegates and gain instant feedback
• First hand live demonstrations/product testing to delegates
• Access to targeted audience

We anticipate to attract approximately 650 – 1000 delegates, including:

• Clinical dietitians
• Policy makers
• Dietitians in private practice
• Student dietitians
• Indigenous health workers
• Nutritionists
• Scientific researchers and educators
• Hospital food service dietitians
• Health promotion practitioners
• Diabetes educators and students
• Community nutrition dietitians
• Dietitians working in public health
Key statistics

Previous delegate numbers:

- 2016 – Melbourne, 1041 delegates
- 2017 - Hobart (regional conference), 624 delegates
- 2018 – Sydney, 868 delegates
- 2019 - Gold Coast (regional conference), 804 delegates

DAA’s current social media presence:

Facebook  
Followers: 28.7k  
Average reach: 3,726

Instagram  
Followers: 17.5k  
Average reach: 3,425

Twitter  
Followers: 11.7k  
Average impressions: 1,592

LinkedIn  
Followers: 7k  
Average reach: 1,328

Program overview

The Dietitians Association of Australia’s conference is held over three days on an annual basis.

The conference theme for 2020 is Discover. Grow. Evolve.

Overarching academic themes include sustainability, implementation and translation, and leadership.

Program outline

Sunday August 23rd
- Pre-conference Workshops
- Bump in for trade exhibition
- Welcome Reception

Monday August 24th
- Breakfast Seminars
- Opening Ceremony
- Plenary/Concurrent Program
- Conference Dinner

Tuesday August 25th
- Breakfast Seminars
- Plenary/Concurrent Program
- Closing Ceremony and Bump out for exhibitors
## Major sponsorship at a glance

<table>
<thead>
<tr>
<th>Feature</th>
<th>Gold</th>
<th>Silver</th>
<th>Conference Supporter</th>
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<tbody>
<tr>
<td></td>
<td>$18,000</td>
<td>$12,000</td>
<td>$7,500</td>
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<tr>
<td><strong>Exhibition Booth</strong></td>
<td>6m x 3m</td>
<td>3m x 3m</td>
<td>3m x 3m</td>
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<td>(Priority site selection)</td>
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<tr>
<td><strong>Exclusive branding</strong></td>
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<tr>
<td>(one only and subject to availability)</td>
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<tr>
<td>- Conference Satchel</td>
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<td>- Conference Lanyards</td>
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<tr>
<td>- Registration Kiosk</td>
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<td></td>
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<tr>
<td><strong>Hosted Breakfast Symposium</strong></td>
<td>✓ (with priority selection)</td>
<td>50% discount</td>
<td></td>
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<tr>
<td><strong>Web Banner in DAA member newsletter</strong></td>
<td>✓ (one)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Company logo on conference signage, website and pocket program</strong></td>
<td>✓ (Prominent)</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Product/Satchel Insert</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Company overview in the Conference App</strong></td>
<td>✓ 200 - words</td>
<td>✓ 150 - words</td>
<td>✓ 100 - words</td>
</tr>
<tr>
<td><strong>Delegate list (subject to privacy act, no emails)</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Sponsor/Exhibition registrations</strong></td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
Sponsorship Overview

<table>
<thead>
<tr>
<th>Sponsorship Packages</th>
<th>Price $AUD (inc GST)</th>
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<tbody>
<tr>
<td>Gold (3 available)</td>
<td>$18,000</td>
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<tr>
<td>Silver</td>
<td>$12,000</td>
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<tr>
<td>Conference Supporter</td>
<td>$7,500</td>
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<tr>
<td>Breakfast Seminar</td>
<td>$7,200</td>
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<tr>
<td>Welcome Reception</td>
<td>$5,500</td>
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<tr>
<td>Conference Dinner</td>
<td>$5,500</td>
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<tr>
<td>Plenary Session Sponsor</td>
<td>$4,500</td>
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<tr>
<td>Friendly Family Room</td>
<td>$3,850</td>
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<tr>
<td>Conference App</td>
<td>$3,500</td>
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<tr>
<td>Conference Satchel</td>
<td>$3,500</td>
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<tr>
<td>Recharge Station</td>
<td>$2,500</td>
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<tr>
<td>National Conference Research Presentation Awards</td>
<td>$2,500 each</td>
</tr>
<tr>
<td>Conference Stationery - Writing Pads or Pens</td>
<td>$2,500 each</td>
</tr>
<tr>
<td>Satchel insert or product placement</td>
<td>$1,900</td>
</tr>
<tr>
<td>Exhibition Booth 3m x 3m</td>
<td>$5,500</td>
</tr>
<tr>
<td>Exhibition Pod 2m x 2m</td>
<td>$4,400</td>
</tr>
<tr>
<td>Food Sampling Area</td>
<td>From $4,000</td>
</tr>
</tbody>
</table>

All costs above include GST.

DAA Product disclosure details
The DAA values the support and participation of all sponsors and exhibitors. It is important to manage the perceptions of all products and services that are represented at the conference and this is something that the DAA manages proactively.

To streamline this compulsory exercise for all sponsors and exhibitors, please complete all details in the sponsorship and exhibition online application form.
Sponsorship Opportunities

Gold Sponsor (3 available) $18,000 incl GST

Entitlements:

• Exhibition Booth - 6m x 3m with priority selection
• Exclusive naming rights to one of the following:
  o Conference Satchel (supplied by sponsor)
  o Conference Lanyards (supplied by sponsor)
  o Registration Kiosk (branding on registration plinths or registration screen)

• One hosted breakfast symposium on one morning of the conference. Maximum of 4 per a day. Gold sponsors have first preference on day of breakfast symposium
  o Day 1 Breakfast Seminar - Monday 24 August from 7.00am – 8.15am
  o Day 2 Breakfast Seminar - Tuesday 25 August from 7.00am – 8.15am

The sponsored breakfast symposium will be promoted along with the conference program on the website and will form part of the registration process. (Subject to timing constraints, accepted proposals will be included in the online registration process.)

Room hire and standard audiovisual support (lectern, mics, projector, screen, PA) is included. Catering cost is not included and will be at the expense of the sponsor.

Companies that are interested in hosting a breakfast seminar are encouraged to submit a proposal ASAP so we can include this as part of the registration process. For the seminar to be considered, you must include the following:

• Proposed/preferred date and time of the activity
• Proposed name/title of the activity
• Proposed speakers and their topics if applicable

Proposals must be submitted to Think Business Events for approval by DAA.

• One standard web banner in the weekly DAA members edm newsletter (subject to DAA marketing approval)
• Most prominent logo position on conference signages
• Logo acknowledgement on conference web page with link to your home page
• One product/inserts into the conference satchel
• 4 x sponsor/exhibition registrations
• 200-word company listing and logo in conference app
• Delegate list subject to privacy act (Does not include email - list only contains names, organisation, position titles and only those that wish to be included in the list)
Silver Sponsor
$12,000 incl GST

Entitlements:
- Exhibition Booth - 3m x 3m
- 50% Discount rate to one hosted breakfast symposium on one morning of the conference. Maximum of 4 per a day.
  - Day 1 Breakfast Seminar - Monday 24 August from 7.00am – 8.15am
  - Day 2 Breakfast Seminar - Tuesday 25 August from 7.00am – 8.15am

The sponsored breakfast symposium will be promoted along with the conference program on the website and will form part of the registration process. (Subject to timing constraints, accepted proposals will be included in the online registration process.)

Room hire and standard audiovisual support (lectern, mics, projector, screen, PA) is included. Catering cost is not included and will be at the expense of the sponsor.

Companies that are interested in hosting a breakfast seminar are encouraged to submit a proposal ASAP so we can include this as part of the registration process.

For the seminar to be considered, you must include the following:
- Proposed/preferred date and time of the activity
- Proposed name/title of the activity
- Proposed speakers and their topics if applicable

Proposals must be submitted to Think Business Events for approval by DAA.

- Second most prominent logo position on conference signage
- Logo acknowledgement on conference web page with link to your home page
- One product/inserts into the conference satchel
- 3 x sponsor/exhibition registrations
- 150-word company listing and logo in conference app
- Delegate list subject to privacy act (list only contains names, organisation, titles and only those that wish to be included in the list)

Conference Supporter
$7,500 incl GST

Entitlements:
- Exhibition Booth - 3m x 3m
- Logo included on conference signages
- Logo acknowledgement on conference web page with link to your home page
- One product/inserts into the conference satchel
- 2 x sponsor/exhibition registrations
- 150-word company listing and logo in conference app
- Delegate list subject to privacy act (Does not include email - list only contains names, organisation, position titles and only those that wish to be included in the list)
Other Sponsorship Opportunities

Breakfast Seminar

Companies that are interested in hosting a breakfast seminar on one of the following days below are encouraged to submit a proposal ASAP so we can include this as part of the registration process.

Breakfast days for selection

- Day 1 Breakfast Seminar - Monday 24 August from 7.00am – 8.15am
- Day 2 Breakfast Seminar - Tuesday 25 August from 7.00am – 8.15am

*Selections are only available after Gold and Silver sponsors have confirmed their bookings

For the seminar to be considered, you must include the following:

- Proposed/preferred date and time of the activity
- Proposed name/title of the activity
- Proposed speakers and their topics if applicable

Proposals must be submitted to Think Business Events for approval by DAA.

Subject to timing constraints, accepted proposals will be included in the online registration process. When conflicting requests are received, priority will be given to applications from sponsors. There is a maximum of four breakfast positions available each day of the conference.

Entitlements:

- Room hire and standard audiovisual support (lectern, mics, projector, screen, PA)
- Complimentary session passes for presenters involved in the session (not applicable to delegates)
- Promotion along with the conference program on the website and will form part of the registration process (Subject to timing constraints)
- Delegate list subject to privacy act (Does not include email - list only contains names, organisation, position titles and only those that wish to be included in the list)

Please note - Catering cost is not included and will be at the expense of the sponsor. A menu will be provided to the sponsor to select the menu option.

Conference App

The Conference app is the main tool used by delegates, it allows delegates quick access to information about speakers, session times, abstracts and e-posters, social function details, exhibition floor plan, sponsor and exhibitor listings, venue maps, receive push notifications with real-time alerts, live poll voting and much more.

Entitlements:

- Logo and link to your website from the conference website
- Logo included in the conference app
- Acknowledgement as sponsor in conference promotional material
- 100-word company listing and logo in conference app
- One (1) push notification
- One (1) static banner logo in the conference app (sponsor to supply)
- Logo featured alongside the conference logo on the main page/launch page of the conference app
Recharge Station

There is an opportunity to sponsor the recharge station, situated in the exhibition hall. This popular feature will allow delegates to recharge their devices (smart phones, tablets etc.) whilst in the hall.

Entitlements:

- Logo and link to your website from the conference website
- Acknowledgement as sponsor in promotional material
- Opportunity to brand the recharge station
- One 1 min advert video (looped) or image on the recharge station screen (Sponsor to provide content, subject to approval and timing constraints)
- 100-word company listing and logo in conference app

Conference Dinner

An opportunity to have exclusive sponsorship of the Conference Dinner. The focus of the night is to have an entertaining evening as well as to provide an extra opportunity for socialising and networking. This popular event will give you exclusive naming rights as well as wide exposure prior to the event.

Entitlements:

- Logo and link to your website from the conference website
- Acknowledgement as Conference Dinner Sponsor in conference promotional materials
- 2 inclusive dinner tickets for reps
- Verbal acknowledgment by the DAA President at the conference dinner
- Short (1 min) welcome message at the opening
- Opportunity to provide promotional items/gifts for delegates (sponsor to provide)
- Opportunity to display two (2) banners in the room (sponsor to provide)
- Company logo included on the dinner menu
- 100-word company listing and logo in conference app
- One post conference banner advertisement or 50 word blurb to be included in the DAA weekly email (Subject to DAA marketing approval and date of submission)
- Acknowledgement via push notification in the conference app

Food Sampling Area

A dedicated space in the exhibition area for organisations who wish to offer sample tasting over the catering break. Opportunity to provide samples to be given away free and portions are to be of sampling tasting size only (no alcohol).

- For one day of the conference – Lunch and 2 tea breaks - $4,000 Incl GST
- One tea break (morning or afternoon tea break on one day) - $2,000 Incl GST
- One lunch break on selected day - $3,000 Incl GST

Entitlements:

- Logo included on the conference website
- Organisation listed as a Food Sampling participant in conference promotional materials
- Opportunity to place banners in the Food Sampling Area during your tasting (sponsors to provide)
- One (1) sponsor/exhibitor registration
- 50-word company listing and logo in conference app

NB. Furniture is not included however available to hire.
National Conference Research Presentation Awards $2,500 each award Incl GST

These awards are to recognise outstanding achievements by DAA members in research and presentation. They will be presented at the conference closing ceremony on Tuesday 25 August 2020. There are three (3) levels of award.

- New Researcher Award
- Research in Practice Award
- New Conference Presenter Award

Award recipients will receive registration to the DAA Conference the following year and a certificate. All shortlisted abstracts will receive a highly commended certificate.

DAA will manage the selection and assessment of the awards, however a representative from the sponsor may work with the awards selection panel on selection of award recipients.

Entitlements:
- 50-word company listing and logo in conference app
- Acknowledgement by the session chair prior to commencing of the awards ceremony
- Opportunity for the sponsor’s nominated representative to present the award
- Sponsors may provide one (1) freestanding standard banner, which will be positioned in a prominent location during the awards ceremony
- Two (2) inclusive tickets for sponsor’s representatives to attend the awards ceremony
- Photo opportunity with the award winners in front of the sponsor’s banners
- Sponsor’s logo printed on the award certificates
- Sponsor’s logo on session slide during the award ceremony
- Acknowledgement as awards sponsor in the DAA Member Weekly Email which will be published following the conference

Welcome Reception $5,500 Incl GST

Entitlements:
- Logo and link to your website from the conference website
- Acknowledgement as Welcome Reception Sponsor in conference promotional materials
- Two (2) x welcome reception tickets
- Verbal acknowledgment by the session chair prior to the Welcome Reception
- Opportunity for two (2) standard pull-up banners placed in the Welcome Reception (sponsor to provide)
- Opportunity for organisations to supply catering staff with branded apparel (sponsor to provide)
- Opportunity to supply branded napkins for use during Welcome Reception (sponsor to supply)
- 100-word company listing and logo in conference app
- One post conference banner advertisement or short blurb to be included in the DAA weekly email (Subject to DAA marketing approval and date of submission)
- Acknowledgement via push notification in the conference app
Plenary Session

Entitlements:
- Logo and link to your website included on the conference website
- Acknowledgement as sponsor in promotional material
- One Power Point advertisement on AV slides prior to the session and at the end of the session
- Verbal acknowledgment by the session chair

$4,500 Incl GST

Conference Satchel (provided by Sponsor)

Entitlements:
- Logo and link to your website included on the conference website
- Acknowledgement as sponsor in promotional material
- Opportunity to have logo on the conference satchel alongside the conference logo (design must be approved by DAA)
- 50-word company listing and logo in conference app
- One product/inserts into the conference satchel

$3,500 Incl GST

Family Friendly Room

The Family Friendly Room was implemented in 2017 and has been highly successful. The room offers delegates the ability, via a live video stream, to still attend the conference whilst looking after young children and infants.

Entitlements:
- Logo and link to your website included on the conference website
- Acknowledgement as sponsor in promotional material
- Logo included on signage related to the Family Friendly Room
- Naming rights to the Family Friendly Room
- One (1) sponsor/exhibitor registration
- Opportunity for two (2) standard pull-up banners placed in the room (sponsor to provide)
- Opportunity to have one product/inserts product samples available at the Family Friendly Room (must have DAA and venue approval for product)

$3,850 Incl GST
Advertising

Conference Stationery - Writing Pads or Pens $2,500 each Incl GST

A marketing opportunity is available to provide delegates with company branded writing pads or pens. These items may be branded with your product or logo and will be used as the official conference stationery - Sponsor to provide.

Satchel insert or product placement (maximum of 10 of each available) $1,900 Incl GST

One product sample (insert/product must be approved by DAA, must be in sturdy packaging that will not break and must not present any risk of injury) or one A4 promotional flyer or brochure (multiple pages must be collated as 1 item, maximum length is 4 single pages) inserted in every conference satchel.

**Combine the both (one product and one flyer) and receive a 50% discount for the second item.**
Exhibition

3m x 3m Exhibition shell scheme booth $5,500 Incl GST

Entitlements:
All exhibition full shell scheme booths will include:

- Octanorm booth panels - 2.5 metre-high walls built in white panels with aluminum frame
- Fascia signage
- One (1) standard 4amp power point
- Two (2) spotlights
- Two (2) sponsor/exhibitor passes
- 50-word company listing and logo in Conference App
- Logo included on the Conference website
- Delegate list subject to privacy act (list only contains names, organisation, titles and only those that wish to be included in the list)

2m x 2m Exhibition Pod $4,000 Incl GST

Entitlements:
All exhibition full shell scheme booths will include:

- Octanorm booth panels - 2.5 metre-high walls built in white panels with aluminum frame
- Fascia signage
- One (1) standard 4amp power point
- Two (2) spotlights
- One (1) sponsor/exhibitor passes
- 50-word company listing and logo in Conference App
- Logo included on the Conference website
- Delegate list subject to privacy act (list only contains names, organisation, titles and only those that wish to be included in the list)
How to confirm your sponsorship/exhibition involvement

To confirm your participation please complete the online application form at https://daa2020.com.au/sponsors-and-exhibitors/

Booking Terms and Conditions

The term ‘Conference Organiser’ refers to Think Business Events Pty Ltd and includes associations, corporate and government bodies who have engaged Think Business Events as their representative.

The term ‘exhibitor’ includes any person, firm, company or corporation and its employees and agents identified in the booking form or other written request for exhibition space. Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the conference. All prices listed in the sponsorship prospectus are in Australian dollars and include GST.

1. A signed completed booking form/online booking form is required to allocate sponsorship and exhibition booth/s.
2. Exhibition space will be allocated on a ‘first come, first served’ basis and also other factors such as size, preferences and sponsorship level. Allocations will be as close as possible to the desired location. Payment does not need to accompany the online booking form.
3. Upon receipt of completed booking form, the Conference Organiser will confirm entitlements in writing and forward acknowledgement of receipt, together with a tax invoice.
4. The deposit will be 50% of the full amount and payment is due 14 days from date of invoice or unless alternative arrangements have been made with the Conference Organiser. After this time, the space will be available for sale to another company.
5. The balance of the full amount will be due at a date specified on invoice by the Conference Organiser and must be paid prior to the conference start date. No exhibitor shall occupy allocated exhibition space until all monies owing are paid in full.
6. All amounts are payable in Australian dollars via direct deposits as the preferred method, or credit card.
7. All payments must include 10% Goods and Services Tax component.
8. Acceptance of sponsorship and exhibition offers is at the discretion of the Conference Organising Committee.
9. The Conference Organiser agrees to promote the exhibition to maximise participation.
10. Cancellation Policy - 50% deposit can be refunded minus administration fee for cancellations made prior Friday 22 May 2020. No refunds will be made for cancellations after that date and full payment will be expected if no payment has been made. After bookings have been confirmed and accepted, a reduction of the sponsorship package is considered a cancellation.
11. Sponsors/Exhibitors are not permitted to assign, sublet or apportion the whole or any part of their package/booked space unless prior consent in writing from conference organiser is provided.
12. Privacy Statement: In order to assist with your participation, your organisation and contact details may be shared with suppliers and contractors, and be included in the participant lists and for the information distribution in respect to other related events organised by Think Business Events Pty Ltd. If you object to your details being shared, please inform the Conference Organiser.
13. Any event that conflicts with the DAA Conference is not permitted without prior approval from the Conference Organising Committee. All functions and events that coincide with the DAA Conference must seek approval through the conference organiser who will then confirm whether the event is permitted by the Conference Organising Committee.
14. All exhibitors must produce a valid Insurance Certificate of Currency for the period of the exhibition and this must be submitted to the Conference Organiser.

15. The Conference Organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the exhibitor undertakes to agree to any alteration to the site or the space reallocated by the conference organiser.

16. The Conference Organiser reserves the right to change the exhibition floor layout if necessary.

17. The Conference Organiser may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.

18. The Conference Organiser agrees to provide the exhibitor with an exhibitor manual prior to the exhibition for the purpose of communicating required actions on the part of the exhibitor.

19. The Conference Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or their agents’ entry to the exhibition if they are not registered to attend.

20. The Conference Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.

21. The Conference Organiser will arrange security onsite during the period of the exhibition but will accept no liability for loss or damage.

22. The Conference Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the conference organiser will not be accountable for the level of commercial activity generated.

23. The exhibitor must comply with all the directions/requests issued by the organiser including those outlined in the exhibitor manual.

24. The exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.

25. The exhibitor agrees to adhere to all DAA Conference venue rules and regulations.

26. The exhibitor acknowledges that the Conference Organiser has a preferred freight forwarder and agrees to comply with all instructions relating to delivery times. If an alternate freight forwarder is engaged, the exhibitor acknowledges that the conference organiser will not be able to provide assistance in tracking lost deliveries.

27. The exhibitor agrees that the Conference Organiser will not be liable for any goods rejected by the venue, lost or damaged prior to the delivery date specified.

28. Official contractors will be appointed by the conference organiser to undertake stand construction and freight forwarding plus supply furniture, electrics and IT equipment. This is for insurance and security reasons.

29. Discounts for any entitlements not used or required will not be provided.

30. The exhibitor will submit plans and visuals of custom designed exhibits to the conference organiser by no later than the due date as specified by the Conference Organiser (if applicable). Exhibitors failing to do so may be denied access to the exhibition to build or may be requested to cease building.

31. Details of all on-stand promotions, competitions and printed material, must be pre-approved by the DAA. Exhibitors must provide the Conference Organiser with a brief outline of their proposed on-stand promotion including entry terms and conditions. All details must be provided to the Conference Organiser at least three months prior to the conference for pre-approval by DAA. For full details on the policy refer to the DAA Policy for Acceptance and Dissemination of Advert.