



## SPONSORSHIP & EXHIBITOR REQUEST FORM

Expressions of interest will close **Friday 11 August** unless sold out prior.

TLA reserves the right to determine suitability of an exhibitor and stands will be limited by number and category. Stands will be allocated by TLA based in order of receipt, sponsor/member status and to best accommodate all exhibitors. Where practical, exhibitors will be offered a preference. A stand map will be developed once exhibitor applications are finalised.

A completed booking form, invoice payment and copy of exhibitor's certificate of currency for public liability cover will be required to confirm your stand allocation.

### COMPANY DETAILS

<b>Business Name for Exhibitor Listing:</b>	
<b>Trading Name if different for invoicing:</b>	
<b>Contact Person:</b>	
<b>Position:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>ABN:</b>	
<b>Postal Address:</b>	
<b>Description of company, products and/or service (100 word limit):</b>	

### Company details to be used in Exhibitor Listing:

<b>Contact email address:</b>	
<b>Phone:</b>	
<b>Website:</b>	
<b>Social Media:</b>	

<b>Have you attached your Public Liability Insurance –</b>	
<b>Have you attached a high res logo for use in marketing (jpeg)</b>	

See over the page to select from sponsorship and exhibitor options.

Please forward your completed application form together with attachments to [team@landscapeassociation.com.au](mailto:team@landscapeassociation.com.au).



**SPONSORSHIP OPTIONS**

	TLA Annual Sponsor Price		TLA Member Price		Non-Sponsor/Member Price	
<b>Major Sponsor</b> Incl. 6x3m Exhibition space	\$9,000		\$10,000		\$11,000	
<b>Support Sponsor</b> Incl. 3x3m Exhibition space	\$4,500		\$5,500		\$6,500	

*Tick/indicate relevant option in the spaces provided*

<b>Total Sponsorship amount for invoicing:</b>	
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**EXHIBITOR OPTIONS** \*This section to be completed for both sponsorship and exhibitor requests

**Site Preferences**

<b>Do you need power to your site Y/N:</b>	
<b>Will you be utilising a marquee/shelter Y/N:</b>	

**Site location preference (will be accommodated wherever possible):**

<b>Indoor</b> Inside classrooms with access to power, highly suitable to mini sized stands and service providers with minimal displays	
<b>Undercover</b> Atrium area between classrooms, smaller display areas suitable for trestle tables and smaller display products / set-up	
<b>Open Air</b> Outdoor asphalted area suited to large stands, heavy equipment and own marquee.	

*Tick/indicate relevant option in the spaces provided*

Stand Size	TLA Annual Sponsor Price		TLA Member Price		Non-Sponsor/Member Price	
<b>Mini</b> 2.5 x 1.5m space	\$800		\$900		\$1200	
<b>Standard</b> 3 x 3m space	\$1300		\$1500		\$1900	
<b>Large</b> 6 x 3m space	\$2400		\$2800		\$3400	

*Tick/indicate relevant option in the spaces provided*

<b>Total Exhibitor amount for invoicing:</b>	
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<b>Please outline any additional comments, special requests, or requirements:</b>
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*Once this form is completed, returned to TLA and confirmation of the booking request has been received, this document constitutes the Exhibitor Agreement and The Exhibitor must adhere to the Terms and Conditions as attached.*

# 2023 TLA Landscape Expo – Terms and Conditions

## Terms of Reference

“Expo” or “Event” - TLA Landscape Expo

“The Organiser” – The Landscape Association (TLA)

“The Exhibitor” – the company or organisation named as the Exhibitor on the Exhibitor Agreement and their staff.

“Exhibitor Agreement” – Completed and returned Booking Request Form.

## Payment

The exhibitor agrees to make payment on the due date as set out in the tax invoice issued upon receipt of the completed booking request form. Failure to pay by the due date, will forfeit the reservation of the allocated stand, which may then be released to another exhibitor.

## Cancellation of Exhibitor Agreement

*30+ days prior to the event* – Cancellation will attract a fee equal to 25% of the total invoice cost.

*Less than 30 days prior to the event* – If an alternate exhibitor is available to hire the stand, cancellation will attract a fee equal to 25% of the total invoice cost. If an alternate exhibitor cannot be found and the stand is vacant on the day of the Expo, the total invoice amount, will be payable.

*Less than 14 days prior to the event* – No refund will be given for cancellation.

*Involuntary cancellation* - In the event of the event being cancelled by circumstances outside the Organisers control, the Organiser will retain 10% of the fee outlined on the payment schedule to remediate losses. The balance of exhibitor payments will be refunded where possible.

If the Exhibitor fails to attend on the day, the Organiser is authorised to make use of, or re-allocate the space, without releasing the Exhibitor from any liability to pay all monies. All such monies then being the entitlement of the Organiser as liquidated damages.

## Rights and responsibilities

The Organiser reserves the right to postpone or change the date and published times of the Expo where circumstances necessitate such action.

The Organiser shall determine all access times including bump-in times for exhibitors and access on the day of the event.

The Organiser may postpone or cancel part or all the Expo due to reasons due to fire, storm, lightning, national emergency, labour dispute, lockout, civil disturbance, explosion, inevitable accident, or any other cause not within direct control of the Organiser or if the event space becomes unavailable.

The Organiser may terminate this Agreement and at its sole discretion return part of the space costs paid by the Exhibitor. In any such case, the Organiser shall not be liable in any way whatsoever for any expenditure or liability or loss including consequential loss and loss of publicity incurred by the Exhibitor.

The Organiser accepts no liability for damage or theft of goods during the Expo and encourage Exhibitors to ensure their property insurance covers them for any potential losses. In addition, all exhibitors must provide a copy of their certificate of currency for public liability cover to cover any personal injury incurred by any person whilst on the Exhibitor’s stand. The insurance must be for a minimum of \$20M and coverage should be Australia-Wide.

The Organiser gives no guarantee of attendance numbers.

The Organiser reserves the right to reduce the size and/or re-locate the stand, the price of which will be adjusted accordingly.

The Exhibitor agrees to give the Organiser consent to share personal information to assist in the promotion solely of the Expo.

The Exhibitor agrees to allow the Organiser to use photographs taken at the Expo, of their staff, products and stands to be used in future promotional materials.

## The Exhibitor Stand

The Exhibitor named on the exhibitor agreement is permitted to display and promote their products or services at the Expo. The exhibitor agrees not to sublet the stand or display and promote the products or services of other companies, without the Organiser’s express prior approval in writing.

Due to the informal layout and nature of the inaugural TLA Landscape Expo, no stand fixtures will be supplied. All exhibitors are required to provide, their own, signage, tables, chairs, and marquee (if applicable).

The Exhibitor agrees to occupy their stand for the duration of the event and will not pack down their stand, either fully or partially prior to the events close.

It is expected that the Exhibitor will make all effort to leave the stand area in the same clean and undamaged condition as it presented at the start of the event. The Exhibitor agrees to remove all belongings and rubbish from the area at the event’s conclusion.

The Exhibitor will comply with any site safety directions and instructions issued by the Organiser or TAFE NSW staff which may include traffic directions and the wearing of safety vests during bump-in/bump-out.