



**SOCIAL
IMPACT
SUMMIT**

SOCIAL IMPACT SUMMIT

Together for good

Sponsor Manual

Accelerating a fair, just, and inclusive society for all Australians.



TABLE OF CONTENT

TABLE OF CONTENT	1
WELCOME TO THE SOCIAL IMPACT SUMMIT	3
SPONSOR ACTIVATIONS	4
Summit Assets and Important Information.....	5
SPONSOR CHECK-LIST.....	6
CONFERENCE INFORMATION	6
Conference Date	6
Day 1 Move-in	7
Venue	7
Getting There & Parking.....	7
Summit Key Contacts	9
Important information for Sponsors	9
Sponsor Passes	9
Exhibition Space Opening Times	10
Covid Safe Event.....	10
Official Suppliers.....	11
MOVE-IN / MOVE-OUT (MIMO) LOGISTICS.....	12
Move-in	12
Move-in registration.....	12
Loading Dock	12
Third-Party Suppliers.....	12
Move-out.....	12
A – Z ADDITIONAL INFO	13
Audio Visual.....	13
Care of the Venue	13
Children on Site	13
Cleaning.....	13
Conditions of Entry.....	13
Emergency.....	13
Emergency evacuation	13



Fire Awareness	13
WiFi Access - Organiser/Sponsor ONLY	14
Lost and Found	14
Non-Smoking Areas	14
Network Function	14
Parking	15
Refreshments: tea and coffee	15
Rubbish	15
Cancellation Policy	15
TERMS & CONDITIONS	16



WELCOME TO THE SOCIAL IMPACT SUMMIT

Australia is undergoing a generational shift where purpose and profit co-exist for the benefit of people and communities. For the first time, the Federal Government is implementing a “**wellbeing budget**” that immediately impacts our national conversations and priorities. As a nation, we’re discovering what it means to recognise social and economic outcomes are interdependent. Leaders and decision-makers across government, social sector and corporate organisations are also taking a closer look at this dynamic.

How can we make a positive difference in the community? And, candidly, what’s in it for us?

The inaugural 2023 Social Impact Summit is set to become the largest gathering of social impact leaders from across the Australian purpose and profit ecosphere. We have different titles, stories, and talents but all share a commitment to impacting positive social change in Australia and beyond. Inspired by their stories and our passion for actionable ideas, the summit’s agenda is **Together for Good: Accelerating a fair, just, and inclusive Australian society.**

We are delighted to welcome you as a valued sponsor for Social Impact Summit.

We greatly appreciate your support and commitment to our shared vision of creating a positive social change in Australia and beyond.

This Sponsor's Manual has been carefully crafted to provide you with comprehensive information and guidance on maximising your sponsorship experience.

We understand the significance of your partnership and want to ensure that you gain the utmost value and visibility from your involvement.

Let’s work #TogetherForGood and accelerate a fair, just, and inclusive Australian society.



SPONSOR ACTIVATIONS

Brand Recognition

Your sponsorship includes branding opportunities across the event and supporting media channels. These include print, digital, social and event activations, as well as your logo on website and sponsors manual.

What we need: Hi-res logos in .jpeg or .png format. Please provide colour, black and white versions

Due Date: Upon sponsorship signing.

Sponsors Spotlight

In the lead-up to Summit, ImpactInstitute will be producing a “Sponsor Spotlight” series to promote sponsors via its LinkedIn, Facebook and eDM channels. To feature in the series, you’ll need to provide a short video or written quote answering the question: *What does “Together for Good” mean to you (or your organisation)*

What we need: A written quote ≤ 150 words or a 15 - 30sec video filmed in landscape orientation. The video can be filmed organically on a standard smartphone and sent through unedited.

Due Date: As soon as possible but no later than 9 June 2023

Purpose Statement for Slides

Between sessions, there’ll be an opportunity to promote our sponsors via conference screens on the main stage and in breakout areas.

What we need: We request 2 x slides (PowerPoint format)

Slide 1 should be your logo only

Slide 2 should be your logo + purpose statement

Due Date: 9 June 2023

Exhibition Space

Some sponsors have an opportunity to make use of exhibition space throughout the Summit. Please see below for specific activation information for eligible sponsors.

Platinum, Gold and Silver

A 2m x 2m space with a 1800mm trestle table and room for a pull up sign or banner (provided by sponsor). Access to power. *Please Note: There is no backing board, lights or fascia provided.*

Bronze

Hi-top cocktail table and space for a pull up sign (provided by sponsor). Access to power.



Due Date: For eligible sponsors, please confirm whether or not you intend to use your exhibition space - As soon as possible but no later than 9 June 2023

Move-In: Set up morning prior to the start of the conference, access to venue 7am. Set up must be completed by 8:30am.

Speaking and panel sessions

Our program manager will liaise with you separately in relation to any speaker or panel sessions.

PROMOTE THE SOCIAL IMPACT SUMMIT

You can help us promote the Social Impact Summit in the following ways:

1. By promoting the event on your social media, website and blog,
2. Include in your newsletters to staff and/or customers
3. By liking the [ImpactInstitute](#) facebook page, sharing our stories and tagging us in your posts
4. By joining the event on LinkedIn and inviting your contacts to join as well

www.linkedin.com/events/7066614943277584384/comments/

Summit Assets and Important Information

To access assets and documents please use the links below:

Important Downloads

- Sponsor / Partner Manual
- Venue Emergency Evacuation Map
- Summit COVIDSafe Information
- Terms & Conditions
- Delivery Docket

Promotional Material

- Social Media Images
- Speaker Tiles
- Partner Assets
- Videos



SPONSOR CHECK-LIST

The venue requires sponsors to provide the organiser with the following prior to the Summit:

ITEM	DUE DATE
Pay invoice and read terms and conditions. <i>(Please note: only fully paid sponsors may access the Summit)</i>	BY INVOICE DUE DATE
Provide your Public Liability Certificate <i>(valid to \$10million)</i>	BY 9TH JUNE
Download Summit collateral and promote the conference	IMMEDIATELY
Access documents via the Sponsor Portal	IMMEDIATELY
Provide your purpose statement video or quote	BY 9TH JUNE
Provide 2 x slides	BY 16TH JUNE
Confirm exhibition space required <i>(for eligible sponsors)</i>	BY 9TH JUNE
Provide valid Public Liability Insurance <i>(valid to \$10million)</i>	BY 9TH JUNE
Provide details of delegates as included in your sponsorship	BY 9TH JUNE

CONFERENCE INFORMATION

Conference Date

The Summit will run over two days, Monday 3rd July 2023 and Tuesday 4th July 2023.

Monday 3rd July 2023 > 8am – 6:30pm (Includes Network Function: 5:15pm – 6:30pm)

Tuesday 4th July 2023 > 8am – 5:15pm

Please see below for the agenda focus for each day:

- **Day 1 agenda:** Vision-setting, insights from evidence and lived experience
- **Day 2 agenda:** Collaboration and working towards collective action

The full program is available at socialimpactsummit.co/event-program/



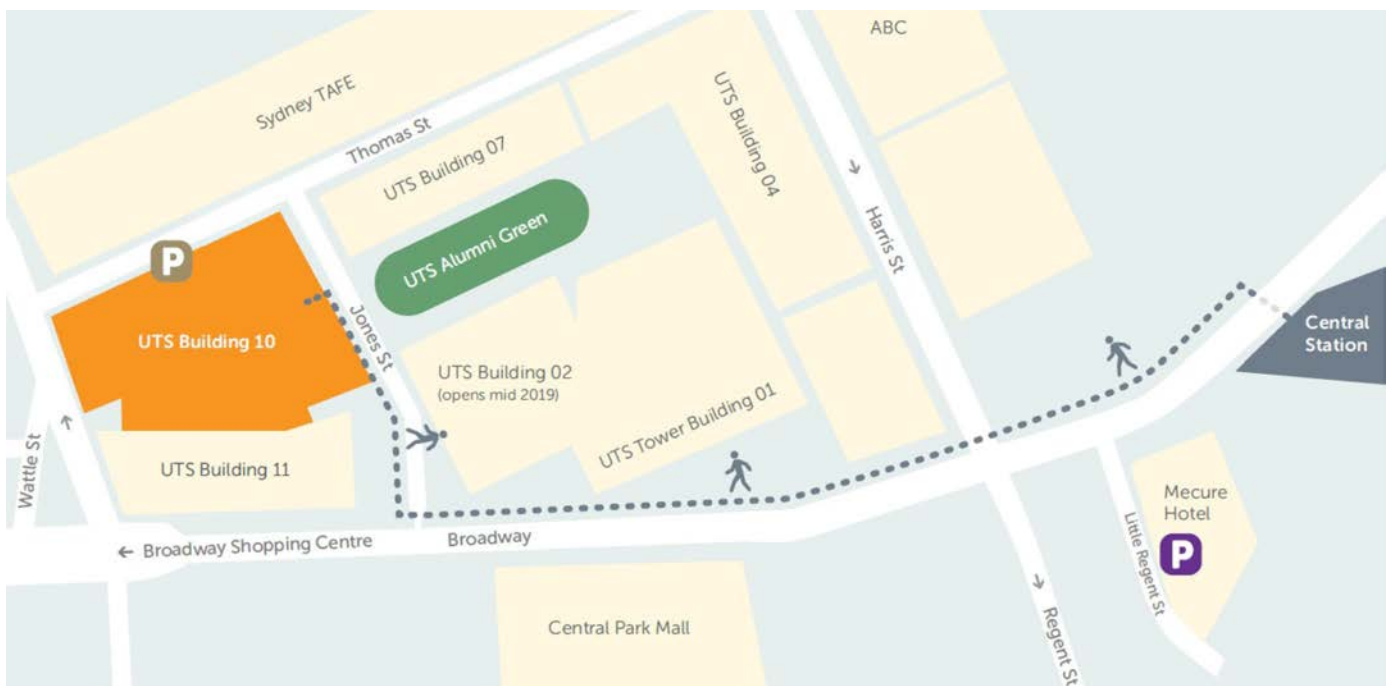
Day 1 Move-in

The venue will be open at **7am** to allow sponsors time to set up prior to registration opening which will start at **8am**.

The official conference program will commence **at 9am**. We ask all sponsors to allow time for set up and registration so that they can ensure they are seated and ready for the Summit to begin. Booths are located within the halls, so set up must be completed prior to **8:30am**.

Venue

Aerial UTS Function Centre, Building 10, Level 7/235 Jones St, Ultimo



Figures 1: Aerial UTS Function Centre Location MAP

Getting There & Parking

Aerial UTS Function Centre

Location: Level 7, UTS Building 10, 235 Jones Street, Ultimo

ACCESSIBILITY

Venue is fully wheelchair accessible via ramps and lifts.

DRIVE

Enter at 235 Jones St, Ultimo Foyer, take the lift to level 7 and turn left to proceed to the Function Centre. If you park in the car park, and you end up in building 11, exit the building on level 2 (ground floor) and turn left and walk to building 10.



- Car Park entrance is accessed from Thomas St (travelling West), with lift access to level 7.
- Metered street parking also available

For further information on parking, including operating hours and height restrictions, please [CLICK HERE](#)

TRAIN

- Aerial is a 5-minute walk from Central Railway Station and 15 minutes to Sydney CBD.

PLANE

- Airport is 30-minute drive (allow for Traffic)

BUS

- Public buses run regularly to the City from Broadway

OTHER NOTE

- Broadway Shopping Centre is 5-minute walk along Broadway to the West.

For further information, please contact the venue:

Phone: 02 9514 1632

Email: aerialfunctions@uts.edu.au



Figure 2: Parking Map



Summit Key Contacts

Events Director	Kathryn Carey	kathryn.carey@impactinstitute.com.au	0418 969 149
Events Account Manager	Heather Hopkins	heather.hopkins@impactinstitute.com.au	0477 705 177
Partnership Manager	Christine Gould	christine.gould@impactinstitute.com.au	0407 900 143
Program / Speaker Liaison	Sara Caspani	sara.caspani@impactinstitute.com.au	0411 190 398
Summit Enquiries	Event Enquiry	sis@impactinstitute.com.au	02 8355 3110

Your main contacts are:

- Sponsorship General - Heather Hopkins heather.hopkins@impactinstitute.com.au
- Program - Sara Caspani sara.caspani@impactinstitute.com.au

Important information for Sponsors

- Sponsor spaces, where allocated, are to be occupied at all times during designated expo sessions.
- All Sponsor staff who will be onsite at the space must hold and display a valid delegate passes.
- All electrical equipment, including power boards and cables, MUST have a current electrical safety check tag. Only one power board per Sponsor Space is allowed – no piggy backing of boards or double adapters.
- Sponsors are not permitted to hand out collateral beyond the boundary of their allocated area.
- Sponsors are not to block walkways or set up signs or equipment beyond the boundary of their Sponsor Space.
- Aerial UTS Function Centre has sole catering rights for the sale and/or distribution of any food or beverage product that will be consumed on-site. Use of any external food and beverage provision including sampling, must be approved by both the event organiser and Aerial UTS in writing prior to the deadline of, **9th June 2023**, and external supply charges may be applicable. Anyone without prior approval will be unable to provide food or beverage on-site.
- Confectionery items may be submitted for the direct approval of the organiser (ImpactInstitute) providing they are packaged with a detailed ingredient list & not readily available to children.
- All competitions or raffles run by Sponsors must have clear, fair and accessible terms and conditions and the appropriate permit, sought from the NSW Fair Trading Regulations. Click here for more information.
- **NON-SMOKING:** All Social Impact Summit areas are smoke-free.
- In case of emergency, where you are no longer able to attend the Summit, please contact 0477 705 177 immediately. Please note that no refunds will be given.

Sponsor Passes

Each Sponsor receives a number of full delegate tickets that entitle the holders to:

- a name badge and entry to the Summit
- attendance to all Summit sessions and activities, including the Network Function.
- morning and afternoon refreshment breaks and lunch

Sponsors will need to register their attendees separately via the Events Account Manager, to ensure name badges are provided and any dietary requirements can be catered to accordingly. You will be emailed in relation to delegate passes directly.



Delegate registrations must be completed no later than Friday 16th June 2023.

Full delegate passes are **not transferrable** and must be worn by the registered delegate at all times during the conference. In the event that you need to change the delegate who will be attending, please email sis@impactinstitute.com.au and copy heather.hopkins@impactinstitute.com.au

Exhibition Space Opening Times

We ask that all exhibition stands be staffed during designated expo times as detailed in the program.

	Mon 3rd July 2023	Tue 4th July 2023
Exhibition Opens for Move In	7:00am – 8:00am	NA
Exhibition Opens for Delegates	8:00am	8:00am
Conference opens	9:00am	9:00am
Morning Tea Break	10:30am – 10:45am	10:30am – 10:45am
Lunch	12:15pm – 1:15pm	12:15pm – 1:15pm
Afternoon Break	3:15pm – 3:30pm	3:15pm – 3:30pm
Exhibition Concludes	5:15pm	5:15pm
Network Function	5:15pm – 6:30pm	NA
Move Out	NA	5:15pm – 6:00pm

Please note: This timetable is subject to change. Exhibition breaks indicated above are a guide only and are correct at time of collating. Break times are subject to change without notice.

Covid Safe Event

The event organisers will continually be guided by State Government regulations and restrictions at the time of the event to ensure our Summit operates as a COVIDSafe event. This manual includes general information regarding the event, however there will be specific instructions for the operation of this event under COVIDSafe conditions that will affect all event operations. The venue has specific Conditions of Entry, and these are outlined on page 29 of this manual.

To assist you in preparation here are some things you can expect as part of the COVID Safety Plan:

- Messaging good hand and respiratory hygiene through pre-event communications, social media posts, references on our website, signage and event day announcements
- Hand sanitisers will be located within the exhibition hall
- Regular cleaning and disinfecting of venue
- Hygiene reminder messaging throughout venue
- **All delegates are asked STAY AT HOME** if unwell, especially if suffering from cold or flu-like symptoms



Please note that this list is not exhaustive, and all Sponsors should read our COVID Safety Plan prior to the event.

Click to access ->[COVIDSafe Plan](#)

Official Suppliers

As the venue, Aerial UTS are our main supplier for the Social Impact Summit. Should you have and freight forwarding requirements we recommend you use our preferred provider, ExpoFreight. Please be wary of third-party, uninvited contacts.



For all freight forwarding enquiries please see below:

Expo Freight Australia

Contact - +61 490 069 630

Email – info@expofreight.com.au

Webpage – www.expofreight.com.au

The summit bumps in on very tight parameters and deliveries will not be accepted at the venue earlier. Furthermore, all freight must be removed from the venue by move out deadline, with no exceptions.

SCAM ALERT: You may be approached by an unsolicited third-party offering you the attendee list for the Summit. This is a SCAM. Do not engage in any way with these companies. Please contact and inform event organisers at your earliest convenience should this happen to you and delete the offending email.

PLEASE NOTE: we do not sell or give out attendee lists to any third parties including sponsors (except our official suppliers and only for the purpose of conducting the business of the Summit).



MOVE-IN / MOVE-OUT (MIMO) LOGISTICS

To ensure a smooth exhibition set up, Sponsors must adhere to the scheduled move-in times, this being **Monday, 3rd July at 7am – 8am**. Delegates will be arriving from 8am.

Move-in

Please ensure you give yourself sufficient time to set up! Move-in times must be strictly adhered to. This will ensure the Summit starts on time and Sponsors are prepared and ready for attendee arrival time and the 9am Official Summit Welcoming.

All Sponsors must set up their Exhibition Spaces on **Monday** strictly from **7am – 8am**.

Move-in registration

Sponsor check-in will open at **7am sharp, Monday 3rd July** in the foyer of the Aerial UTS Function Centre. Before proceeding to your allocated space to set up, you must first register at the registration desk. Once registered you will be given your designated staff delegate passes only for those people who are moving in. All other conference delegates must check-in at reception to receive their passes. The delegate passes are **NOT interchangeable** and must be worn for the duration of the two-day Summit.

Loading Dock

Should Sponsors require access to the Loading Dock, they will need to organise a time directly with the organisers.

Third-Party Suppliers

If you plan to use **third-party suppliers** to deliver equipment, signage etc onto the site during the MIMO period, please submit their details have been provided, an arrival time stipulated, and third-party suppliers adhere to our time constraints and safety requirements.

Goods **must not** be sent to the venue before 7am or after 5pm on Monday 3rd July unless pre-organised and approval has been granted. All goods must be collected by the end of the official move-out time, no later than **6pm Tuesday 4th July**. A delivery label is available upon request.

Move-out

All Sponsors will be able to pack up their Sponsor Spaces on Tuesday, 4th July **strictly between 5:15pm and 6pm**. **You are not permitted pack up prior to 5:15pm on Tuesday 4th July as the exhibition space is located within the conference area.**

Trolleys must not be used until after 5:15pm.

Please remove all signage, posters, collateral, paperwork and rubbish.

Anything left on site after 6pm on Tuesday, 4th July will be deemed rubbish and removed by the venue cleaners. Rubbish removal fees may apply.



A – Z ADDITIONAL INFO

Audio Visual

Aerial UTS will oversee all AV requirements for the Summit. If you are involved in the program, you will be contacted separately in regard to AV requirements.

Care of the Venue

No attachment, fitting, fixture, or defacement is to be made to the floor, ceiling, internal or external walls of the buildings. No nails, screws or other devices are to be driven into, or holes made in any part of the buildings.

Children on Site

The safety for all visitors to the Social Impact Summit is paramount. It is for this reason we cannot allow children into the venue at any time throughout the summit, this includes during both the Move-In and Move-Out periods.

Cleaning

Cleaning within exhibition spaces is the responsibility of each Sponsor. Cleaning staff will service the common spaces only at the close of each day. It is the requirement of all Sponsors to leave their sites rubbish-free and in good, clean condition. Rubbish, including hard rubbish, will not be cleared and is the sole responsibility of the Sponsor to break down and dispose of. All rubbish **MUST** be taken offsite by the Sponsor as there are no waste disposal facilities available onsite.

Conditions of Entry

As part of this plan, we have an event specific Conditions of Entry. To view an example of these conditions please click the link: [CONDITIONS OF ENTRY](#)

Emergency

In case of an emergency, where you are no longer able to attend the Summit, please contact **0477 705 177** immediately. Please note that there are no refunds for abandoned spaces or last-minute cancellations.

Emergency evacuation

Review the Aerial UTS Function Centre emergency evacuation procedures [here](#)

Fire Awareness

Please ensure you do not:

- block corridors or walkways
- block or congest emergency exits
- block the access route to an emergency exit
- obscure or cover emergency exit signs
- store equipment or any other item in the fire stairs
- block open fire or smoke doors or any doors leading to fire stairs



Report all incidents or near misses to the event organisers at registration immediately or call **0477 705 177**.

WiFi Access - Organiser/Sponsor ONLY

Information for Organiser/Sponsors ONLY WiFi as follows:

- **Wifi Network:** UTS-Function Centre
- **Wifi Password:** conference2020

1. Enabled your device by ensuring it is turned on and has its wireless signal/switch activated
2. Go to the Available Wireless Network Connection List as displayed on your device
3. Navigate to UTS-Function Centre Wifi from the list and then select Connect
4. Enter the WiFi password mentioned above.

* We suggest that you have a backup plan in place and strongly recommend you bring your own 4G/5G hotspot device.

Lost and Found

All lost and found property must be reported to event organisers via registration or the venues customer relations desk. At the conclusion of the event, if items remain unclaimed, they are moved to the Aerial UTS Function Centre Management.

All valuable items such as money, mobile phones, jewellery, will be kept on site for up to 24 hours after which they may be lodged as lost property Glebe Police Station ([Check this with Venue](#))

Non-Smoking Areas

All Social Impact Summit areas are smoke-free. Smoking is strictly prohibited in all public spaces as outlined in the Tobacco and Other Smoking Products Act 1998. Thank you for your cooperation.

Network Function

A Network Function will be available to attend immediately after the Day 1 Summit concludes, 5:15pm – 6:30pm. The Network Function is deliberately held as a cocktail style function, enabling easy interaction in a relaxed setting. Food and drinks will be provided. This is a great opportunity to network amongst your peers and further positive relationships.



Parking

UTS Car Park – Building 10, Thomas Street, Ultimo.

Duration	Rate*
0-1 Hours	\$16
1-3 Hours	\$22
3+ Hours	\$30
Motorbike Per Day a day (Designated Parking – pay on entry)	\$8
Lost Ticket: Monday – Friday	\$30
Overnight (Plus previous days fee)	\$10
<p>View website for more rates outside of what has been listed in this table.</p> <p>www.interpark.com.au/car-park/university-of-technology-car-park/</p>	

Refreshments: tea and coffee

Tea, coffee and both morning and afternoon tea will be provided by the organisers together with lunch. A Networking Function will also be open after Day 1 of the Summit, 5:15pm – 7:15pm. All delegates will need to complete the dietary requirements form prior to the event. Please respond to this email no later than **23rd June**.

Rubbish

The venue is quite limited for space so please contact the organisers ASAP if you think you may have an issue with storage.

If rubbish is left on your stand, a minimum rubbish removal fee of \$200 will be charged. All sites, exhibition spaces and hire equipment are to be left in their original condition at the end of the Summit or excess charges may apply.

Cancellation Policy

All cancellations must be submitted formally via email. In the event that the organisers receive a request for cancellation prior to 2 months before the event date, a credit note will be issued for the full value of the booking. The credit note can be applied to any future booking for an event run by the organiser within the next 18 months. In the event of a cancellation within two months of the nominated event, no credit applies and 100% of the booking fee will be forfeited refund.

*Please refer to the Terms and Conditions.



TERMS & CONDITIONS

1. Definitions

- 1.1 Sponsor/Sponsor(s) – means any organisation who intends to exhibit, promote or offer their products or services in either a physical booth space or via a hosted service.
- 1.2 Organiser – means ImpactInstitute.
- 1.3 Participant – means any Sponsor/Sponsor(s) or engaged speaker or performer.
- 1.4 Website – means any website owned or operated by the organiser, including but not limited to ImpactInstitute’s company website, event websites, hosted services website, online ordering store.
- 1.5 Social Media – means any social media accounts operated by the organiser, including but not limited to Facebook, Instagram, LinkedIn, twitter.
- 1.6 Hosted Services – means a virtual event.
- 1.7 Term – means the time between payment of the invoice and the end of the event period as defined in the relevant event manual.
- 1.8 ImpactInstitute - means ImpactInstitute Pty Ltd ABN 68649040559.

2. General Terms and Conditions

- 2.1 Only Sponsor/Sponsor(s) who have received an acceptance of their booking from the organisers and have paid in full by the invoice due date, or by the date agreed to by the organisers, may exhibit at the event(s) for which they have made an application.
- 2.2 The Sponsor/Sponsor(s) is required to provide the organiser with current certificates for the required insurances listed in this agreement at the time they finalise their booking. The organiser has the right to reject the insurance on the grounds it does not meet the obligations contained herein or because the insurer is not acceptable to the organiser.
- 2.3 The organiser reserves the right to refuse applications to ensure that organisations are suitable for the event(s) and that there is a variety of Sponsor/Sponsor(s) present.
- 2.4 The organiser shall be responsible only for the provision of the services specified on the application form and does not warrant to provide any other services.
- 2.5 Liability. To the maximum extent permitted by law, neither party will have any liability to the other for fines, penalties, taxes (except GST) and any exemplary, aggravated or punitive damages, liquidated damages or any indirect or consequential loss (including but not limited to loss of business, loss of revenue, loss of contract, loss of production, lost opportunity costs), legal costs and expenses (except reasonable legal costs awarded by a court) except where such losses are covered by an insurance policy held by the party.
- 2.6 Cap on liability. In the event of a dispute, the organiser’s cap on liability shall be limited to the total amount paid by the Sponsor/Sponsor(s).
- 2.7 All event participants shall comply with all relevant Work Health & Safety legislation affecting their participation at all events.
- 2.8 Term. The term of engagement is set out in the relevant event manual.
- 2.9 All event participants must comply with all guidelines as set out in the relevant event manual and any other set of guidelines supplied to the participant during the term of engagement.
- 2.10 Except in relation to an agency purchasing on behalf of another organisation in an outsourced professional services model or where specifically approved, the organiser does not permit any party to rent, lease, or resell any physical or virtual Sponsor/Sponsor(s) booth or space. In the event that an organisation uses an agency to procure a physical or virtual exhibition booth or space on its behalf, the exhibiting organisation remains responsible for complying with these terms and conditions and all instructions supplied during the term of engagement.
- 2.11 Disclaimer. We do not warrant that any event(s) hosted by the organiser is appropriate for any participant. It is the participant’s responsibility to determine if an event or events is suitable for the business purpose intended. The placement of an order and payment of invoice shall be taken as acceptance that the participant has done its due diligence in this regard.
- 2.12 Subcontractors. The organiser may use subcontractors or third parties to deliver event(s).
- 2.13 We will use our best endeavours to limit the activities at the Event of non Event Sponsor/Sponsor(s) so that they do not encroach on the benefits that we offer to Event Sponsor/Sponsor(s). Event Sponsor/Sponsor(s) acknowledge that our ability to manage the activities of non Event Sponsors is limited by the nature of the Event.
- 2.14 Definitions are provided in Part 1 of these terms and conditions and form part of these terms and conditions.

3. Physical Events



- 3.1 The participant must have current public and product (if applicable) liability insurance cover with a limit of liability of no less than ten million dollars during all the dates of the nominated event(s) for which they have made an application (event dates can be found in the relevant event manual), including the day of move-in.
- 3.2 The participant shall take out all risks property insurance for all of its assets located at the site. The participant indemnifies the organiser, its agents, servants, contractors and employees from all actions, claims, demands, losses, damages, costs and expenses arising from the participant's use of the site, including but not limited to the foregoing against any loss, damage or injury from any cause whatsoever to the property or person caused or contributed to by the use of the site by the participant or any servant, agent or other person duly authorised by the participant whether such loss, damage or injury occurs on the site or not and whether caused by any act, omission, neglect, breach or default of the participant or any other person.
- 3.3 All property and equipment of the participant that is brought onto the nominated event site is at the risk of the participant and the participant hereby agrees to indemnify the organiser against any and all actions, claims, demands, losses, damages, costs or expenses in relation to any loss, damage, accident, claims or injury caused by such equipment and property whether to the organiser or third parties, however occasioned.
- 3.4 The organiser reserves the right to alter booth allocations at its discretion and will notify any Sponsor/Sponsor(s) involved in these changes and accommodate them with a new location.
- 3.5 To comply with the Work, Health and Safety Act the participant is responsible for the creation and maintenance of a safe environment for both their workers and visitors including the use of safe and correct lifting procedures during booth setup, the safe and correct use of mechanical items or products and electrical equipment such as extension leads and power boards. Every piece of electrical equipment that is brought on-site must be tested and tagged in accordance with relevant Australian Standards prior to use and comply with the relevant Work Health and Safety Act 2011, the Electrical Safety Act and Advisory Standard.
- 3.6 Participant's equipment and products must be occupied within the booth area only. If any personnel, equipment or products are deemed by the organisers to be obstructing the walkways, the participant will be asked to move them or have them removed permanently if this is not possible.
- 3.7 At My Future, My Choice disability expos, the participant's booths must be manned during both days of the event with at least 2 people. Should you need to leave the booth you must notify the organiser immediately.
- 3.8 The supply and sale of any food and beverages to the public by Sponsor/Sponsor(s) may only be permitted with prior approval from both the venue and the organisers in accordance with the venue's guidelines, the nominated Sponsor/Sponsor Manual and relevant Health & Safety regulations in the given state and local government area. Sponsor/Sponsor(s) must adhere to strict conditions and guidelines. Sponsor/Sponsor(s) will only be permitted to serve food and beverages once all permits and approvals are obtained by the Sponsor/Sponsor(s) and submitted to the organiser for review, as highlighted in the relevant Sponsor/Sponsor Manual. This includes confectionery items, and their distribution at the nominated event must follow the same approval process and meet all guidelines outlined in the nominated event Sponsor/Sponsor Manual. Permission from parents or carers is required before handing out any confectionery items to minors. The organiser takes no responsibility for allergic reactions, sickness, permanent injury or death resulting from confectionery, food or beverages distributed by Sponsor/Sponsor(s) to attendees.
- 3.9 Sponsor/Sponsor(s) set-up and dismantling times are as indicated in the nominated event Sponsor/Sponsor Manual and must be strictly adhered to. All vehicles must move-in according to their allocated booking time and information provided in the nominated event Sponsor/Sponsor Manual due to strict access restrictions. Move-in after 8.00am on the day of the event is strictly not permitted. Sponsor/Sponsor(s) are not permitted to leave or pack up their booth prior to the nominated event closing time and the move-out time listed in the event Sponsor/Sponsor Manual. No trolleys are permitted on the floor of the nominated event until the advertised closing time.
- 3.10 It is the requirement of the participant to leave the site rubbish free and in good, clean condition. All sites, booths and hire equipment is to be left in its original condition at the end of the nominated event or excess charges may apply.
- 3.11 The organiser reserves the right to use any photograph/video taken at any event held by the organiser, without the expressed written permission of those included within the photograph/video. The organiser may use the photograph/video in publications or other media material produced, used or contracted by the organiser including but not limited to: brochures, books, magazines, websites, social media. By participating in a ImpactInstitute event or by failing to notify in writing your desire to not have your photograph used, you are agreeing to release, defend, hold harmless and indemnify the organiser from any and all claims involving the use of your picture or likeness. To ensure privacy, images will not be identified using full names or personal identifying information without written approval from the photographed subject. A person who does not wish to have their image recorded should notify the photographer and/or contact events@impactinstitute.com.au in writing. Any person/organisation not affiliated with the organiser may not use, copy, alter or modify ImpactInstitute photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorised person from ImpactInstitute.
- 3.12 Sponsor/Sponsor(s) are permitted to take photographs and videography within their booth space to promote their organisation and presence at the event. Sponsor/Sponsor(s) are not permitted to interview members of the public, staff, volunteers, other Sponsor/Sponsor(s) or performers outside their booth without permission of the organiser. Where videography or photography is taken of a specific individual or group, written permission must be sought from that individual or group prior to publication. Records of permission must be kept by the Sponsor/Sponsor(s) and a copy given to the organisers. Where photography or videography is used in conjunction with the event branding, to promote the Sponsor/Sponsor(s) or the event, written permission must be sought from the organiser prior to publishing.

4. Virtual Events / Hybrid Events

- 4.1 The organiser provides the participant a limited, non-exclusive, non-transferrable right during the term of the agreement to access and use hosted services for the purpose of participating at the event, as set out in the relevant event manual.



- 4.2 The organiser will use commercially reasonable efforts to provide the web-based services described on its website(s) uninterrupted. The organiser will not be held liable if for any reason the hosted service is unable to be delivered due to, but not limited to, cybercrime or technical failure of the hosted service or any other technology or infrastructure used to deliver the hosted service.
- 4.3 It is the responsibility of the participant to ensure that their organisation is protected from cybercrime through an appropriate insurance policy in the event that any data stored in the hosted service is breached in any way.
- 4.4 The organiser will provide the participant with credentials to enable the participant to access and use the hosted service. The participant and all its authorised users must not make these credentials available to any third party. The participant is fully responsible for all access to the hosted services using the credentials provided by the organiser. The participant will use all reasonable efforts to prevent any unauthorised use of the hosted service. If the participant becomes aware of any breach in security they shall inform the organiser in writing. The participant will cooperate with the organiser with any actions required to prevent or terminate unauthorised use of the hosted service.
- 4.5 Subject to the organiser's privacy policy, and these terms and conditions, the organiser grants the participant access to end user data collected on the hosted service, in accordance with any relevant privacy laws or regulations relevant within Australia. The participant may only use end user data within the express purpose that it is provided by the end user. The end user must give permission through the hosted service for the participant to use the data they provide in the manner in which it is provided.
- 4.6 The participant is solely responsible for verifying the accuracy and completeness of any content, written, visual or audio provided at the event.
- 4.7 The use of the hosted service is subject to all other conditions of these terms and conditions, with the exception of those terms and conditions which specifically relate to the physical events set out in section 3.
- 4.8 The participant agrees to NOT use the hosted service to:
- Send junk e-mail, letters, unsolicited messages or advertisements (i.e. spam).
 - Misrepresent (by statement or by omission) your identity, credentials, affiliations or experience, or impersonate any person or entity.
 - Stalk, threaten, or otherwise harass any person or entity.
- 4.9 Unauthorised or malicious use of the hosted platform may give rise to a criminal offence. The participant's use of the hosted platform is subject to the **Criminal Code Act 1995 parts 10.7 and 10.8 and the Cybercrime Act 2001.**

5. Cancellations, Payment Terms and Force Majeure

- 5.1 The organiser reserves the right to cancel this booking agreement and retain any money paid or to recover any money not paid in relation thereto if there is in the opinion of the organiser any infringement of any of the terms and conditions in this agreement.
- 5.2 The organiser reserves the right to cancel this booking agreement and retain any money paid or to recover any money not paid in relation thereto if the Sponsor/Sponsor(s) does not occupy its space at the commencement of or does not login to the virtual event during the full period of the event.
- 5.3 Payment for your booth or sponsorship at your nominated event is expected by the due date on the invoice unless an extension has been approved by the organiser. Booths will not be guaranteed or allocated until payment is made in full.
- 5.4 It is a requirement that invoices for Early Bird Booths are paid by the due date, otherwise the invoice will be cancelled and reissued at the full rate.
- 5.5 If a payment remittance is not issued via email within 48 hours of an overdue notice sent out by the organisers, the organiser reserves the right to cancel the booking.
- 5.6 All cancellations must be submitted formally via email. In the event that the organisers receive a request for cancellation prior to 2 months before the event date, a credit note will be issued for the full value of the booking. The credit note can be applied to any future booking for an event run by the organiser within the next 18 months. In the event of a cancellation within two months of the nominated event, no credit applies and 100% of the booking fee will be forfeited. It is the responsibility of the Sponsor/Sponsor(s) to review this information and if unclear, contact the organiser to seek clarification.
- 5.7 **Force Majeure.** The organiser will not be liable for any delay or failure to perform as required by these terms and conditions as a result of any cause or concern beyond its reasonable control, provided that the organiser uses all commercially reasonable efforts to avoid non-performance. In the event that the organiser reschedules an event due to circumstances beyond its reasonable control then the Sponsor/Sponsor(s) is entitled to a credit note, limited to the value of the booking, which can be applied towards a future or alternative event hosted by the organiser.

6. Website(s) and social media use

- 6.1 The use of any ImpactInstitute website(s) and/or social media is subject to the following general terms of use:
- 6.1.1 The content of the pages of the website(s) and/or social media are subject to change without notice.
- 6.1.2 The website(s) and/or social media use cookies to monitor browsing preferences and track statistics for ImpactInstitute's use. Personal information may be stored and used accordance with our privacy policy:
- 6.1.3 The participant's use of any information or materials on the website(s) and/or social media is entirely at own risk, for which we shall not be liable.



6.1.4 The website(s) and information, whether provided by ImpactInstitute or a Third Party, is provided “AS IS” and on an “AS AVAILABLE” basis and we do not guarantee the accuracy, timeliness, completeness, performance or fitness for a particular purpose of the information on the website(s). No responsibility is accepted by or on behalf of ImpactInstitute for any errors, omissions, or inaccurate information on the site.

6.1.5 The participant agrees to NOT use the website(s) and/or social media to:

- a. Send junk e-mail, letters, unsolicited messages or advertisements (i.e. spam).
- b. Misrepresent (by statement or by omission) your identity, credentials, affiliations or experience, or impersonate any person or entity.
- c. Stalk, threaten, or otherwise harass any person or entity.

6.2 The website(s) and/or social media contain material which is owned by or licensed to ImpactInstitute. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with these Terms of Use, which forms part of these terms and conditions.

6.3 All information and content provided by the organiser, including information and content from clients and other Third Parties, all proprietary elements and aspects of the website(s) and any proprietary material generated or derived from the same (including design, text, images, photographs, illustrations, audio and video material, artwork, graphic material, databases, information, the compilation of all information and content on the site, the selection, sequence and “look and feel” and arrangement of items), are the exclusive property of, or licensed to, the organiser. These materials are referred to as “ImpactInstitute Materials”. Except as expressly permitted in writing, you may not reproduce, modify, create derivative works from, display, perform, publish, distribute (including any electronic redistribution or database storage and retrieval), disseminate, broadcast or circulate to any third party (including on or via a third party website), or otherwise use, any ImpactInstitute Materials, in full, in part, in full text or in abstract. The participant or any user may not alter, delete or conceal any copyright, trademark or other notices contained on the website(s) or social media.

6.4 News and News Content distributed or displayed on the website(s) and/or social media may only be used for editorial use and its use must be related to the promotion of the relevant event for which the Sponsor/Sponsor(s) has purchased a booth. When used in accordance with this clause, news and news content should not be altered in any way that alters the editorial integrity of essential nature of the content. Image source should be included when known. You may not use any content in any manner that is obscene, pornographic, defamatory, or otherwise objectionable. Except when otherwise formerly expressly permitted by ImpactInstitute, News and News Content may not be republished, saved, archived, copied, streamed or redistributed for any other purpose.

6.5 From time to time the website(s) and/or social media may include links to other websites. These links are provided for convenience to provide further information. They do not signify that we endorse the linked website(s) and/or social media. We have no responsibility for the content of linked website(s).

6.6 Inquiries concerning the use of ImpactInstitute Materials, News and News Content, text, photos, images, video, audio and any other content, including permission to use outside these parameters, should be addressed to events@impactinstitute.com.au

March 2023