



**NSW**

**Seniors Festival**

**Expo 2024**

**Terms and Conditions**

**Wednesday 13 and Thursday 14 March 2024**

**Sydney International Convention Centre**

# NSW Seniors Festival Expo - Terms & Conditions

## Dates and times

1. The 2024 NSW Seniors Festival Expo will be held at the International Convention Centre (ICC) Sydney Exhibition Centre, Hall 4, 14 Darling Street, Sydney, NSW, 2000 on Wednesday 13 March 2024 from 9:00am - 5:00pm and Thursday 14 March 2024 from 9:00am – 3:00pm.
2. Exhibitors must staff their exhibition stands for the entire duration of the event.

## The Organiser

3. The organiser is:  
**Department of Communities and Justice (DCJ)**  
6 Parramatta Square  
10 Darcy Street  
Parramatta, NSW, 2150  
Enquiries: [NSWSeniorsFestival@fac.s.nsw.gov.au](mailto:NSWSeniorsFestival@fac.s.nsw.gov.au)  
ABN: 36 433 875 185
4. The NSW Seniors Festival Expo (**Expo**) is run by DCJ as part of the 2024 NSW Seniors Festival.
5. NSW Seniors Card is run by DCJ.
6. Participation in the NSW Seniors Festival Expo is by invitation only and participating businesses and organisations must adhere to the [NSW Seniors Card Participating Business Terms and Conditions](#).
7. DCJ does not allow exhibitors to undertake activities which conflict with or are in contravention of [NSW Seniors Card Participating Business Policy](#).

## Financial

8. Exhibition stand rates are \$6,000 plus GST (3 X 3 metres – Display Stall), \$9,150 plus GST (6 X 3 metres – Activation Space) or unless otherwise secured on an Early Bird special or arranged in writing with DCJ.
9. On acceptance of the Exhibitor Application Form, stand holders will be issued with a tax invoice for the full amount.
10. **Full payment is required by Friday 1 December 2023.**
11. Exhibitors will not receive any Expo entitlements, including allocation of stand location, until the invoice has been paid.

## **Cancellations**

12. Cancellations must be notified in writing to the Project Manager, NSW Seniors Festival Expo, Damien McCabe, by email [Damien.mccabe@facs.nsw.gov.au](mailto:Damien.mccabe@facs.nsw.gov.au) or phone 0476 651 101.
13. Cancellations 21 days or more prior to the event will receive a 50% refund.
14. Cancellations less than 21 days prior to the event will not be refunded.
15. In the unlikely event the Expo is cancelled, full payment will be refunded.

## **Exhibitor Notes**

16. Each exhibitor will receive the following unless otherwise arranged by DCJ:
  - Either a 3m X 3m display stall or 6m X 3m activation space.
  - Stand signage with your organisation's name
  - 1 (one) trestle table
  - 2 (two) chairs for display stalls and 4 (four) chairs for activation spaces
  - Lighting
  - 1 (one) single 4 amp power outlet
17. Exhibitors may provide promotional material and giveaways. These must be indicated on the Exhibitor Application Form and approved by DCJ and the ICC.
18. Exhibitors may collect customer data. This must be indicated on the Exhibitor Application Form and approved by DCJ.
19. Exhibitors must contain their activities within their stand unless approved by DCJ in writing.
20. Exhibitors may directly sell products or services upon written approval by DCJ.
21. Exhibitors must not solicit petition signatures.
22. Exhibitors must not solicit donations.
23. Exhibitors must not assign, share or sub-let the whole or part of the Expo stand without DCJ's written consent prior to the Expo.
24. All proposed activities must be advised in writing to DCJ in advance.
25. If applicable, exhibitors must fill out the relevant [permit forms](#) as required by the ICC.
26. DCJ reserves the right to ask exhibitors to cease any activities and/or remove any display items that are deemed unsuitable, or which were not declared and approved on the Exhibitor Application Form.
27. DCJ reserves the right to revoke allocation of a stand should an exhibitor not comply with these Terms and Conditions. In this event, DCJ will provide a 50% refund provided that the exhibitor's failure to comply with these Terms and Conditions occurred 21 days or more prior to the event. If such failure occurred less than 21 days prior to the event, there will be no refund.
28. Exhibitors will be responsible for any reasonable costs of repairing the stand or premises should they mark or damage any fixtures or fabric in the course of operating an exhibition stand or bumping in and out of the venue.

29. Exhibitors agree to indemnify and hold harmless DCJ and its employees and agents (“**those indemnified**”) from and against any claim, loss, damage, or liability (including reasonable legal costs and expenses) where such loss, damage or liability was caused by any wilful, unlawful or negligent act or omission by the Exhibitor, its employees, agents or subcontractors in connection with their involvement with the Expo.
30. Exhibitors’ liability to indemnify those indemnified under these Terms and Conditions extends to (without limitation) claims, loss, damage, or liability relating to:
  - a. death or personal injury to any person; and
  - b. damage or loss to tangible property.
31. Exhibitors’ liability to indemnify those indemnified under these Terms and Conditions shall be reduced to the extent that such loss or liability was caused or contributed to by DCJ.
32. Exhibitors must hold a current Public Liability Insurance policy for a minimum of \$10,000,000. Please forward a copy of the Certificate of Currency with the Exhibitor Application Form.
33. Exhibitors must retain Public Liability Insurance for the duration of the event.
34. Exhibitors must take full responsibility for their own equipment and materials.
35. DCJ will not take responsibility for any misplaced or lost property.

## **Stand builder**

36. Harry the Hirer is the official stand builder for the 2024 NSW Seniors Festival Expo. They can supply furniture, audio visual, electrical and lighting and other stand related enquiries.
37. All exhibitors are required to complete the compulsory Harry the Hirer stand signage requirements in their exhibitor application form.

## **Deliveries and collections**

38. DB Schenker is the nominated contractor for transportation of exhibitor freight-forwarder and onsite logistics provider. As a service to exhibitors, the organiser has arranged for the transportation of exhibitor goods to and from the expo, from the DB Schenker Sydney warehouse. There is no cost to exhibitors for this depot – venue – depot service. **Exhibitors will cover the cost to transport stock from their organisation to the DB Schenker warehouse.** After the Expo, DB Schenker will transport remaining goods and collateral back to their warehouse if required. **Exhibitors will cover the cost to transport the stock from the DB Schenker warehouse back to their organisation.**
39. Exhibitors must deliver their items to the DB Schenker warehouse located at 72-80 Bourke Road, Alexandria, NSW, 2015. **A pre-alert form outlining stock delivery arriving to the warehouse must be emailed 2-3 days in advance to**

**the delivery of stock to DB Schenker.** This form and the delivery schedule dates will be provided to exhibitors in the Exhibitor Manual.

40. Remaining stock, which is transported back to the DB Schenker warehouse, must be collected by the due date, otherwise storage charges will apply. This due date will be supplied in the Exhibitor Manual.
41. Delivery labels will be provided to exhibitors to attach to freight. **An exhibitor stock delivery label must be attached to each item.**
42. Exhibitors will not have access to the loading dock at the ICC, unless arranged with DCJ.
43. **For hand carry items such as banners and boxed collateral, exhibitors may deliver their own items during allocated bump-in times, via the ICC Carpark P1 via the lift into the Exhibition Centre, Hall 4.**
44. DCJ will not take responsibility for any lost property.
45. Exhibitors who deliver their own materials during set up are responsible for transporting their materials out of the ICC at the completion of the Expo.
46. **Exhibitors are not to send any Expo stall collateral directly to the ICC.**

### **Access to the area – bump in and bump out of the ICC**

47. Exhibitors must have stands ready by 8:00am on Expo both days.
48. **Exhibitors will bump in / set up their stand on Tuesday 12 March 2024 between 3:00pm – 6:00pm.**  
**Prior written approval from DCJ must be granted if exhibitors want to bump in between 7:00am to 8:00am on Wednesday 13 March 2024. Exhibitors can only bump in during the times listed above.**
49. Exhibitors can commence packing down their stand from 3:30pm on Thursday 14 March 2024 and must vacate the venue (ICC) by 6:00pm sharp.
50. Exhibitor staff bumping in and out must wear hi-vis work vests and enclosed shoes.
51. Exhibitors are encouraged to be environmentally friendly and recycle or reuse items where possible.
52. Exhibitor staff must wear the provided ID lanyard at all times.
53. Exhibitor staff must provide their name and contact number to DCJ for security purposes during bump-in, bump-out and on exhibition days.
54. **Parking at the ICC is at the exhibitor's own expense.** ICC Sydney has two car park facilities located within the Exhibition Centre and the ICC Sydney Theatre. There are also a number of secure car parks located in and around Darling Harbour, the closest located at Harbourside Car Park, 100 Murray Street, Pyrmont, NSW, 2009.