

Exhibitor Booking Terms and Conditions 2026

These terms and conditions constitute a legal agreement between RESOURCES FOR COURSES PTY LTD ABN 58 058 570 700 ("Organiser") and the person or organisation agreeing to exhibit ("Exhibitor") at the Event. By making a booking to exhibit at the Event, the Exhibitor agrees to the following terms and conditions.

DEFINITIONS

1. In these terms:

"Booking" means a booking to exhibit at the Event.

"Bump In Day" means the day that Exhibitors set up their stands at the Event, and is considered part of the Event period.

"Bump Out Day" means the day that Exhibitors dismantle and remove their stands from the Event venue, and is considered part of the Event period.

"Custom Stand" means a stand customised to the specifications requested by the Exhibitor.

"Custom Stand Builder" means a third party person or organisation engaged directly by the Exhibitor to erect a Custom Stand (which, for the avoidance of doubt, may be the same as the Official Stand Contractor engaged by the Organiser) and includes the Custom Stand Builder's employees, agents and contractors.

"Exhibitor" includes the Exhibitor's employees, agents and contractors.

"Event" means the expo/s or show/s booked by the Exhibitor

"Fee" means the fee payable by the Exhibitor to the Organiser to exhibit at the Event.

"Final Booking Date" is 21 days before the 1st day of each relevant Event.

"Final Cancellation Date" is 90 days before the 1st day of each relevant Event.

"Force Majeure Event" means anything affecting a party outside of that party's reasonable control, including but not limited to fire, storm or other extreme weather event, flood, earthquake, epidemic, disease, pandemic, war, invasion, terrorism, civil commotion, blockade or embargo, labour dispute, labour shortage, failure or delay in transportation or supply, or any law, order, proclamation, regulation, ordinance, demand, requisition or requirement or any other act of any government authority.

"Information" means the visitor information provided to the Exhibitor, including but not limited to, where applicable, a visitor's name, school information, year level and email address.

"Official Stand Contractor" means Harry the Hirer, the contractor engaged by Resources for Courses to build standard stands at the Event.

"Organiser" includes the Organiser's employees, agents and contractors.

SCHEDULE OF IMPORTANT DATES

Key Date	VCE and Careers Expo 2026	Victorian Careers Show 2026	HSC and Careers Expo 2026	Western Sydney Careers Expo 2026
Custom Stand Request Deadline	Thu 8 Jan 2026	Wed 21 Jan 2026	Fri 5 Feb 2026	Thu 5 Mar 2026
Draft Plans/Document Deadline	Thu 29 Jan 2026	Wed 11 Feb 2026	Thu 26 Feb 2026	Thu 26 Mar 2026
Final Cancellation Date	Fri 30 Jan 2026	Thu 12 Feb 2026	Fri 27 Feb 2026	Fri 27 Mar 2026
Final Booking Date	Thu 9 April 2026	Wed 22 April 2026	Thu 7 May 2026	Thu 4 June 2026
Bump In Day	Wed 29 April 2026	Tue 12 May 2026	Wed 27 May 2026	Wed 24 June 2026
Event First Day	Thu 30 April 2026	Wed 13 May 2026	Thu 28 May 2026	Thu 25 June 2026
Bump Out Day	Sat 2 May 2026	Fri 15 May 2026	Sat 30 May 2026	Sat 27 June 2026

PARTICIPATION AND BOOKINGS

2. Participation in the Event by the Exhibitor is subject to:

- a. the acceptance of the Exhibitor by the Organiser at its complete discretion;

- b. the Exhibitor completing the booking and registration process;
- c. the acceptance by the Exhibitor of the Terms and Conditions current at the time of its Booking to exhibit; and
- d. payment of the invoice in accordance with the stated terms.

Acceptance will be expressly confirmed in writing by the Organiser upon receipt of the fully completed Booking Form. Participation in the Event is not final until payment is received in full.

- 3. Bookings will close on the Final Booking Date unless sold out prior. Late Bookings may be accepted after the Final Booking Date at the Organiser's discretion, subject to availability.
- 4. An Exhibitor's Booking cannot be transferred, shared with or on-sold to another organisation.
- 5. The Exhibitor agrees to staff and continuously keep the Exhibitor's stand open throughout the course of the Event.

PAYMENT OF FEES

- 6. On receipt of the Booking form, the Organiser will issue an invoice to the Exhibitor for the Fee. The Booking is provisional until payment is received in full by the due date specified on the invoice. If payment is not received, the Organiser may cancel the Booking and reallocate the stand space.
- 7. Following acceptance of the Booking and receipt of payment, the Organiser will issue the Exhibitor an allocated area to set up its stand at the Event. The location of the stand will be at the Organiser's sole discretion, and the Exhibitor will be notified of this location approximately 8 weeks prior to the Event.
- 8. The Exhibitor acknowledges that the Fee payable is as set out in the Exhibitor Pricing Guide and confirmed on the invoice issued for the Booking.

CANCELLATION BY EXHIBITOR

- 9. An Exhibitor may cancel its Booking and receive a refund of 30% of the Fee paid, subject to providing written notice of the cancellation to the Organiser by no later than the Final Cancellation Date. No refunds will be provided for cancellations made by an Exhibitor after the Final Cancellation Date for any reason. If the Exhibitor qualifies for a refund and the Fee was paid via our secure credit card portal, Stripe, the processing and tax fee charged by Stripe will be deducted from the refund.

CANCELLATION BY ORGANISER

- 10. Exhibitors acknowledge and agree that a large percentage of the costs of the Event have been paid by the Organiser at least 90 days before the commencement of the Event and may not be recoverable by or creditable to the Organiser in the event of cancellation of the Event for any unforeseen reason including a Force Majeure Event. For the avoidance of doubt, all of the Organiser's costs in relation to the Event have been paid by Bump In Day of the Event.
- 11. In the event of the cancellation of the Event by the Organiser for any reason including a Force Majeure Event, the Organiser will provide:
 - a. 90 days or less out from the Event, a percentage (%) credit to the Exhibitor equal to the percentage (%) amount the Organiser is credited by the Event venue and the Organiser's service providers;
 - b. between 120 days to 91 days out from the Event, the Exhibitor may select either:
 - i. a percentage (%) credit to the Exhibitor equal to the percentage (%) amount the Organiser is credited by the Event venue and the Organiser's service providers; or
 - ii. a 30% refund of the amount paid by the Exhibitor;
 - c. between 240 and 121 days out from the Event, a 70% refund of the amount paid by the Exhibitor;
 - d. prior to 241 days out from the Event, a 100% refund of the amount paid by the Exhibitor.
- 12. In the event of cancellation of the Event for any reason including a Force Majeure Event, the Exhibitor acknowledges and agrees that there is no possibility of postponement or holding the Event at any other time in that calendar year.

YOUR STAND

- 13. The Exhibitor agrees to the Organiser sharing its submitted contact details with the Official Stand Contractor for the purposes of confirming the erection/signage and other requirements for their standard stand at the Event.

CUSTOM STANDS BUILT BY A CONTRACTOR OTHER THAN THE OFFICIAL STAND CONTRACTOR

14. Exhibitors engaging a third-party Custom Stand Builder must also comply with the Custom Stand Terms and Conditions. In the event of any inconsistency between these Exhibitor Booking Terms and the Custom Stand Terms, the Custom Stand Terms prevail in relation to Custom Stand obligations.
15. Any request by the Exhibitor to erect a Custom Stand within their allocated space must be submitted to the Organiser by the Custom Stand Request Date, either in writing or via the Event Booking Form.
16. While a proposed plan does not need to accompany the initial request, it must be submitted by the Draft Plans and Documents Deadline. Custom Stand requests will not be accepted after the Custom Stand Request Date.
17. The Exhibitor must ensure that the Custom Stand or altered standard stand erected by the Exhibitor or Custom Stand Builder at the venue (upon approval by the Organiser):
 - a. is erected/altered at the time allocated by the Organiser;
 - b. complies with all reasonable directions and requirements of the Organiser at all times; and
 - c. abides by the specific Terms and Conditions relating to Custom Stands, provided by the Organiser to the Exhibitor on application for a Custom Stand. It is the Exhibitor's responsibility to share these specific Custom Stand Terms and Conditions with their Custom Stand Builder and to ensure Custom Stand Builder compliance.
18. If an Exhibitor requests a Custom Stand to be built by the Official Stand Contractor, the above clauses 15, 16 and 17 do not apply.

EXHIBITOR OBLIGATIONS AND CONDUCT DURING EVENT

19. The Exhibitor must not cause any obstruction to other exhibitors or public space at the venue, or modify their stand and/or floor, or set up machinery or structures on their stand without prior consultation with and approval from the Organiser. This includes, but is not limited to, the installation of coffee machines, popcorn machines or other food preparation devices.
20. Exhibitors wishing to distribute any type of food or beverage item from their stand must seek approval from the Organiser and the venue at least 8 weeks prior to the Event. Costs may apply. The Exhibitor must comply with all relevant food safety legislation and guidelines, regarding the handling, preparation, storage, and distribution of food and beverages. The Organiser takes no responsibility for allergic reactions, sickness, injury or death resulting from any food or beverages distributed by Exhibitors.
21. Exhibitors must not bring into or use in the Event venue any flame, explosive, fuel, ammunition, firearm, chemical, acetylene gas, pressure tanks, volatile, explosive or dangerous oils, compounds, liquids or substances, inflatable items (including balloons, helium or otherwise), stickers of any kind, aerosol cans or any items deemed hazardous by the Organiser. This includes, but is not limited to, electric drills or cutting tools, knives or any other sharp implements. The Organiser reserves the right to take the appropriate action if any of these items are brought to or used in the Event venue including, but not limited to, the removal or destruction of the items. It is the Exhibitor's responsibility to ensure that any items it brings into the Event are not hazardous and should consult the Organiser if there is any doubt.
22. The Exhibitor must ensure that its activities, furniture, promotional material and signage do not interfere with the good order and safety of the Event or with any other Exhibitor. Furniture and promotional material must be contained within the space allocated to the Exhibitor. Aisles and public spaces must be kept clear. The Organiser reserves the right to take the appropriate action to enforce this requirement including, but not limited to, the removal of any signage, furniture or promotional materials.
23. The Exhibitor is responsible for the safety and security of its products and stand. Material on its stand must not be left unattended at any time during the Event or during bump in or bump out. Goods are left on the Exhibitor's stand and/or Exhibitor storage area at the Exhibitor's own risk.
24. The Exhibitor must confine its activities to the space allotted to it by the Organiser. The Exhibitor is not permitted to distribute promotional material or promote its organisation anywhere other than from its own stand. This includes venue aisles and external areas of the Event venue. The Organiser reserves the right to take the appropriate action to enforce this requirement.
25. The Exhibitor must handle any Information provided in accordance with the Privacy Act 1988 (Cth) and all other applicable privacy, data protection, and electronic communications laws. Information may only

be used for direct follow-up with visitors in connection with the Event and must not be sold, shared, or used for unrelated marketing. The Exhibitor indemnifies the Organiser against any claims arising from misuse of Information.

26. Photography and videography are permitted within the Event venue unless otherwise advised by the Organiser. Attendees and Exhibitors are responsible for ensuring they have the appropriate consent before capturing or sharing images or recordings of individuals. The Organiser accepts no responsibility or liability for any breach of privacy or unauthorised use of images or recordings taken during the Event.
27. The Exhibitor must not pack up its stand partially or totally before closing time on the last day of the Event. The Exhibitor must not leave any goods or promotional material on its stand after 5pm on the last day of the Event.
28. The Exhibitor grants the Organiser a non-exclusive right to use the Exhibitor's name, logo, and stand imagery (including photography and video) for the purpose of promoting the Event in current and future marketing, unless the Exhibitor notifies the Organiser in writing prior to the Event.
29. No stand sharing, sub-letting or co-branding of stands is permitted.
30. The Exhibitor is only permitted to exhibit its own products or services at the Event.
31. Trolleys are not permitted in the venue while the Event is open to the public. Goods must be hand carried to the Exhibitor's stand while the Event is open to the public. Restocking of goods using trolleys must be done before the Event opens each day or after closing.
32. At bump in and bump out times advised by the Organiser, all Exhibitors must supply and wear high visibility safety vests and wear closed-toe footwear.
33. It is the responsibility of the Exhibitor to leave the stand space clean and tidy during the Event and on bumping out. The Organiser reserves the right to charge an additional fee to the Exhibitor for the reasonable costs of any cleaning or removal of items left by the Exhibitor.
34. The Exhibitor must comply with all relevant occupational health and safety requirements and venue guidelines affecting its participation in the Event.
35. The Organiser reserves the right to refuse admission or eject the Exhibitor or its representatives from the Event due (but not limited) to:
 - a. failure to comply with these terms and conditions; or
 - b. representing a security risk, nuisance or in any way interfering with the operation or integrity of the Event.
36. Children under 15 are not permitted on site during bump in or bump out or on the loading dock at any time.
37. Exhibitors shall comply with all State and Commonwealth legal requirements as well as any rules of the venue.

SEMINARS AND/OR OTHER PRESENTATIONS

38. The Exhibitor may request that the Organiser allocate a seminar (or other presentation, including but not limited to a demonstration or Q&A) at a particular time during the Event. The Exhibitor accepts that seminars and presentations are at all times subject to availability and will be allocated at the Organiser's discretion. Programs are subject to change or may be cancelled at any time.

INSURANCE

39. The Exhibitor shall affect public liability insurance of at least \$10 million for the Exhibitor's stand covering loss from public risk, fire and theft with the Organiser's interest under this clause noted on the policy, and the Exhibitor will produce the certificate of currency and the policy relating thereto on demand by the Organiser.

CHANGES TO EVENT

40. The Organiser reserves the right to change the venue for the Event, to close the Event or vary its hours, or to vary or add to the format of the Event (including holding an online event) as is necessary or required by law, and to the extent permitted by law will not be liable for any loss to the Exhibitor arising from such a change.
41. The Organiser reserves the right to determine, amend or alter the location of the Exhibitor's stand and the Exhibitor undertakes to agree to such.

LIMITATION OF LIABILITY AND INDEMNITY

42. To the maximum extent permitted by law, but subject to any negligent act or omission of the Organiser, the Exhibitor releases the Organiser from any claim or liability arising (whether directly or indirectly) out of or in connection with;
- a. any loss or damage (including any consequential loss) to the Exhibitor arising out of the Exhibitor's participation in the Event;
 - b. the Exhibitor's use of, or reliance on, any technology, software, platform, or system provided or used by the Organiser in connection with the Event, including for communication, registration, invoicing, or Information sharing;
 - c. any unauthorised access to, or misuse of, such systems or the data they contain, including but not limited to any hacking, data breach, or security failure; or
 - d. a Force Majeure Event.
43. Subject to any negligent act or omission of the Organiser, the Exhibitor indemnifies and holds harmless the Organiser from any claim, cost, demand, liability or damage (including legal costs, professional costs and other expenses on an indemnity basis) incurred by the Organiser arising out of or in connection with (but not limited to):
- a. any breach of these terms and conditions by the Exhibitor;
 - b. the Exhibitor's attendance at the Event;
 - c. the Exhibitor's use of the Information;
 - d. any unauthorised use or access to Information, including but not limited to any hacking or security breach;
 - e. any loss or damage the Organiser suffers due to any act or omission of the Exhibitor in using technologies or Information;
 - f. any damage, loss, injury or death to or of a person or property due to any negligent act or omission of the Exhibitor;
 - g. any damage to the Event venue; or
 - h. any loss or damage the Organiser suffers due to any negligent act or omission of the Exhibitor.
44. In the event that any additional provisions are implied into these terms and conditions by the Competition and Consumer Act 2010 or any other law or regulation in force throughout Australia from time to time, to the extent permitted by law, the Organiser's liability will be limited to the remedies required of the Organiser under the applicable law or regulation.

CHANGES TO TERMS AND CONDITIONS

45. The Organiser reserves the right to amend, vary, or update these terms and conditions at any time by giving written notice to the Exhibitor. Changes will take effect 14 days after notice is given. Continued participation after that time will constitute acceptance of the amended terms and conditions.
46. If a provision (or part of it) of these terms and conditions is held to be unenforceable or invalid, then to the extent possible the provision will be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by the applicable law.

GOVERNING LAW

47. These terms and conditions are governed by the laws of the State or Territory of the relevant event location. The parties hereby submit to the non-exclusive jurisdiction of the Courts of the relevant State or Territory and each Booking is deemed a separate contract governed by the law of the Event location.