



## Conference display table information

### Allocation of spaces

NADA will allocate spaces after taking into account each organisation's sponsorship, the date of application, preferences, proximity to competitors and any other matters deemed relevant.

### Cancellation of sponsorship bookings

Once a sponsorship application has been accepted all payments are non-refundable if cancelled after 30 days prior to the event date. If you are no longer able to attend the conference please contact NADA to discuss your participation.

### Correspondence

When booking please appoint a single point of contact within your organisation. All bookings will be recorded under the one name and all correspondence will be sent to this person.

### Disclaimer and changes

Every effort has been made to present all the information accurately, however no liability is accepted for any inaccuracy and NADA reserve the right to change any published information. NADA reserves the right to amend, update or delete sponsorship packages and floor plans.

### Floor plan

The floor plan is subject to change without notice. The floor plan is not to an exact scale, but accurately represents the position and sizes of spaces. A floor plan will be supplied closer to the event date.

### Indemnity

Your organisation shall indemnify and hold NADA harmless for any loss, damage to property or injury to persons suffered as a result of your participation in the conference, except where NADA are found to be negligent.

### Insurance

All sponsors must have adequate insurance for the period of the conference, including public and products liability cover and professional indemnity insurance.

### Requirements

Sponsors will not be granted entry to the conference area without provision of a current public liability insurance certificate, indemnity form, onsite contact form and full payment for your participation. Payment must be made by **Friday 4 April 2025** or your allocated table will be forfeited.

### Registration

Individual forms of sponsorship is not inclusive of a registration ticket to the event. If sponsors wish to attend the NADA conference program, they must purchase a conference ticket to attend. Meals are included with for two (2) persons only.

### Supply of goods and services

The supply of any goods, services, samples or advice is entirely at your organisation's own risk.

## During the conference

### Conference table

One (1) trestle table is provided with two (2) chairs and black tablecloth. Two (2) persons maximum are allocated to a stand. The measurements are of the trestle table is 1800mm(L) x 600mm(W) x 760mm(H). The sponsor is responsible for all items within their allocated space and may use their allocated table to display or exhibit promotional material/ signs. Sponsors will not display free standing banners in such a manner as to obstruct or affect neighbouring Sponsors. The venue prohibits any displays or signing to be taped or hung on any part of the surface of the premises.

Sponsors are fully responsible for the total management of their exhibits and goods within their display table area over the time the event is held. The organiser and venue will not be held responsible for any damages, robberies and losses incurred by sponsors and compensation will not be provided for the loss of personal belongings and exhibits. Please ensure you do not leave any valuables at your display table.

### Dismantling displays

Due to safety requirements you will not be able to dismantle your display before the published closing time. Setup and dismantle times TBC.

### Damage to the venue

Your organisation shall indemnify NADA from all liability for damage to the venue deemed to have been caused by your staff, contractors, agents or guests. The cost of repairs will be the sole responsibility of your organisation.

### Representatives

Anyone from your organisation attending the conference or guests you wish to invite to the conference must register with NADA before the conference. An official name badge will be required to access the conference area.

### Security

No valuable items should be left unattended at any time, particularly overnight. No responsibility is accepted for any loss or damage to equipment and display materials.

### Storage

Freight consignment and off-site storage arrangements before, during, and after the event are the responsibilities of the sponsor. Please speak to NADA staff closer to the event for further information. You may store goods under or behind your table, provided that is not a hazard to conference delegates. Under no circumstance are goods permitted to be stored in public access areas.

### Signage at the venue

The venue does not allow any signage to be fixed to walls or other surfaces. Your signage should be free standing to allow for easy placement and should be contained with your space.