



EXHIBITOR MANUAL



ACCREDITATION MATTERS

JUNE 25 - 26 **2024** ICC SYDNEY

A TWO DAY CONFERENCE
ON ACCREDITATION



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Event overview

Accreditation Matters 2024

Bringing together more than 500 industry leaders, technical experts, and quality professionals from key organisations across Australia's technical infrastructure, Accreditation Matters 2024 will offer an incredibly engaging, diverse and informative conference program, as well as providing a unique networking opportunity.

This event will engage industry professionals and subject matter experts to discuss relevant accreditation topics that impact business operations and outcomes every day, and in every way.

Content areas will include:

- **Future:** AI, automation, new energies and governance
- **Accreditation Matters:** Standards, accreditation, measurement, risk management and governance
- **People:** Personal and professional development for those in the Australia's technical infrastructure
- **Trade and Supply Chains:** Conformity assessment, accreditation, certification, trade and traceability
- **Health:** Key discussions on health-related programs including human pathology, medical imaging, biobanking, sleep disorders

Networking

Networking opportunities will be significant. Meet and engage with colleagues, peers, industry SMEs and technical experts as well as prospective clients. Accreditation Matters 2024 will provide a truly captive audience.

Why exhibit with us?

Accreditation Matters 2024 offers high-level, high exposure to Australia's leading technical organisations and community. Whether you are a multi-national, a small testing laboratory or supplier to the industry, this conference will offer significant exhibitor exposure and be the most important accreditation event of the year.



Exhibitor package information

This is a unique opportunity to showcase your services and / or products to industry leaders, key audiences and organisations in your markets.

Located centrally in the Accreditation Matters 2024 event space, you will be well positioned to engage all attending delegates.

As an exhibitor, you receive:

Delegates and Celebration Dinner

- Two (2) delegate registrations plus two (2) additional tickets to the Celebration Dinner (total of 4 tickets to dinner)

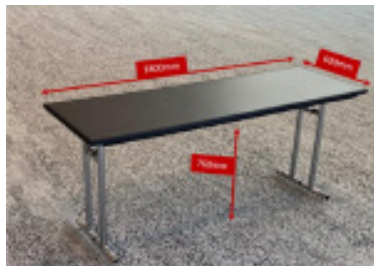
Exhibitor exposure

- Exhibitor table for event duration
- Company logo on event banner
- Company logo on event website
- Acknowledgement as an official exhibitor in event marketing including:
- Company logo in NATA News (dist. 6000)
- Promotion as Exhibitor in select social media posts
- Inclusion of a branded insert or merchandise item in official conference satchel (Item to be provided by exhibitor and approved by event committee)

Exhibitor table and floor plan information

Exhibitors will be provided with their own table. A black tablecloth / cover will be provided however Exhibitors are welcome to provide their own branded version. Standard 220v power will be provided to the table.

Trestle Table - FOH	
Length	1800 mm
Width	600 mm
Height	760 mm
Weight	N/A
Colour	N/A
Additional Information	
Dark Timber Top / Silver Chrome Legs	



Exhibitor locations*

The floor plan below highlights Exhibitor table locations at the venue. It is anticipated Exhibitor tables will be placed centrally in the Meeting Room Foyer as well as the Pyrmont Theatre Foyer.



*Please note: Specific exhibitor table locations will be made closer to the event. While exhibitors may have the opportunity to nominate a desired location, initial preferences will be given to Platinum and Gold Sponsors and all other spaces will be at the discretion of the Accreditation Matters Organising Committee (AMOC) and ICC venue.



Key Contacts and Information

Item	Information
Accreditation Matters 2024 Event website	Accreditation Matters 2024 (nata.com.au)
Accreditation Matters 2024 Sponsor and Exhibitor Proposal	Sponsor & Exhibitor Proposal
Exhibitor booking enquiries	Events@nata.com.au or Call 1800 621 666
ICC Exhibitor Information	ICC Exhibitor Toolkit Exhibitor Support Exhibitors FAQs ICC Sydney Exhibitor Services Phone: +61 2 9215 7373 Email: exhibitionservices@iccsydney.com
ICC Loading Dock information	Dock and Event Logistics ICC Sydney Loading Dock Booking Form Exhibitor Freight, Delivery Label - iccsydney-exhibitor-delivery-label.pdf

Preliminary Accreditation Matters 2024 event times

Tuesday, June 25

Time	Activity
8.30am- 5.00pm	Accreditation Matters 2024 open time
9.00am	Official opening
10.00-5.00pm	Room sessions
5.15pm	Network drinks
6.30pm	Celebration Dinner

Wednesday, June 26

Time	Activity
9.00am	Accreditation Matters 2024 open time
10.00-3.00pm	Room sessions
4.00pm	Event closes



Accreditation Matters 2024

Exhibitor Terms And Conditions

NATA will take care to fulfil the listed and relevant Exhibitor package benefits but notes situations may occur out of their control which may impact certain elements. In this situation, the Exhibitor will be informed in a timely manner.

General Terms And Conditions

All property and display materials under the control and custody of the Exhibitor are understood to remain under the control and custody of the Exhibitor and therefore the total responsibility of the Exhibitor in relation to insurance protection and coverage in transit to, within the confines of the exhibition boundaries and in transit to and from the confines of the exhibition venue and its boundaries and for the total duration of an Event from the commencement of the set up through until an Event site is vacated.

NATA is not responsible for any damage to or loss of goods of the Exhibitor or its staff, agents or contractors due to any reason whatsoever. Exhibitors are not permitted to connect or otherwise interfere with other than approved electrical, gas, water or other fittings within the ICC venue.

As part of ICC venue requirements, all exhibitors are obligated to provide proof of currency of public liability insurance in accordance with the date set out in the Event specific terms and conditions.

The Exhibitor acknowledge that Event sites can be hazardous. Exhibitors are required to take due care and attention in order to prevent injury and property damage. NATA cannot be held responsible nor liable for damage caused by the act or omission of an Exhibitor. The Exhibitor, its staff, agents, licensees, contractors or subcontractors will be responsible for complying with workplace health and safety standards at all times.

Exhibitors, contractors, delivery drivers, etc. must wear high visibility vests and closed in shoes during the set up and bump out hours of an Event. Children are not permitted on site at a venue during set up and bump out times.

Event Responsibilities

The Exhibitor is responsible for the supply, erection and dismantling of any table displays or banners supplied and erected at the venue and must confirm inclusions with the Accreditation Matters Organising Committee prior to the event.

Exhibitor table location selection will be made closer to the event. While exhibitors may have the opportunity to nominate a desired location, initial preferences will be given to Platinum and Gold Sponsors and all other locations will be at the discretion of the Accreditation Matters Organising Committee (AMOC)

ICC Exhibitor Information

Please note exhibitors are also bound by the requirements and terms and conditions of ICC Sydney.



Accreditation Matters 2024 Exhibitor Terms And Conditions Continues...

Bookings and Payment

All prices are quoted in Australian dollars. Goods and Services tax (GST) is required to be paid on all exhibitor packages purchased by Australian residents, where costs state including GST, this is quoted at the current rate at 10%. Any change to the Australian GST price will alter the GST inclusive price. GST is required to be applied to all packages at the rate prevailing at the date of invoicing or payment, whichever is earlier (currently 10%).

On receipt of the Confirmation and Acknowledgment form a tax invoice will be sent. Confirmation of Exhibition space will only be made upon payment of the full amount.

Cancellation Policy

If an Exhibitor seeks to cancel its Exhibitor package, and where the package can be resold, all monies paid to that date will be refunded in full less any expenses incurred. The total liability of the organisers will be limited to that amount.

If **not able** to be resold, the company will be liable to pay the following fees:

- 50% of the total Exhibitor fee if the cancellation request is received in writing before May 1, 2024.
- 100% of the total Exhibitor fee if the cancellation request is received in writing after the May 1st, 2024.