

## Terms and Conditions

1. Booths will be confirmed on receipt of full payment.
2. Detailed guidelines, including shipping labels, key contacts and venue details will be provided in the exhibitor manuals.
3. Booth Bookings: Whilst every effort will be made to accommodate specific booth location requests, preferences are allocated on a first come, first-served basis. Bookings for 3-day and 2-day booths are subject to availability and will be combined to maximize available space.
4. Floor Plan: The floor plan will be kept current online. ALTA reserves the right to replan the modular plans to the benefit of exhibitors and delegates.
5. Cancellations: **Prior to 1 February:** Refund minus \$200 admin fee.  
**1 February – 31 March:** 75% refund if booth is re-let, 50% if not re-let.  
**1- 30-April:** no refund\*  
**\* If due to Covid 19** related travel disruptions or Australian Government quarantine restrictions - Refund (less \$200 admin fee)
6. Registration:
  - Separate registrations must be submitted for each attendee.
  - Exhibitors must register in order to take up the associated complimentary registration. Includes morning tea, lunch, afternoon tea and associated networking function. Excludes dinner.
  - Complimentary booth support staff must register to take up the associated complimentary registration. Includes morning tea, lunch, afternoon tea and the associated networking function. Excludes sessions, proceedings, dinner.
  - Additional exhibitor staff will receive discounted registration fees and must register using the exhibitor-sponsor online link or hardcopy registration form.
  - Additional booth support staff must register. Includes morning tea, lunch, afternoon tea and the associated networking function. Excludes sessions, proceedings, dinner.
  - Booth support staff are not permitted to register as exhibition visitors.
  - Attendees must wear the correct lanyard at all times.
  - Sharing registrations or lanyards is not permitted.
7. Exhibition Contractor: Advans Exhibition Services is the official exhibition provider. Provision of additional furnishings must be organized directly from Advans. Representatives will be onsite from 2-5pm on Sunday 14 November to assist exhibitors with setup. Exhibitors are required to attend during this time so that any issues/requests can be resolved.
8. Logistics Provider: Agility Fairs & Events is the preferred logistics supplier and can provide complete transport, materials handling and storage solutions, including customs clearance and return of shipment after the event.
9. Deliveries: Goods must be delivered between Monday 24 April and Friday 28 April (prior to 3pm). For deliveries outside of these hours, please contact the Pan Pacific Event Manager.
10. Bump-In: Full-week and three-day booths must be set up 2-5pm on Sunday 31 April. Two-day booths must set up following afternoon tea on Wednesday 3 May.
11. Bump-Out: Three-day booths must not be dismantled prior to afternoon tea on Wednesday 3 May and must be completed by 6pm. Full-week and two-day booths must not be dismantled prior to lunch on Friday 5 May and must be completed by 3pm.
12. Exhibitors will comply with the rules and regulations stipulated by ALTA, Pan Pacific, the Health Department, Metropolitan Fire Brigade and with all relevant state and Commonwealth Acts.
13. Prohibited Items: Pan Pacific will not permit any naked flames, explosives, fuel, ammunition, firearms or inflammable liquid acetylene gas or explosive oils, compounds or substances to be brought into or used on the premises without proper containment and security and prior written approval from the Pan Pacific Perth.
14. Insurance: It is the exhibitor's responsibility to insure themselves against loss or damage for any equipment, fittings, products or materials that are brought onto the premises. Neither ALTA nor Pan Pacific are responsible for and are to be released from any liability in regard to loss, damage or theft of any delivered/stored items.
15. Public Liability: Exhibitors are required to have Public Liability Insurance with a minimum \$10,000,000 cover and to provide a copy of the certificate on request. Pan Pacific, ALTA and Advans will not be responsible for any loss, damage or injury that may occur to the company's representatives or property from any cause whatsoever prior, during and after to the exhibition.
16. First Aid: Should first-aid be required, a Pan Pacific staff member will contact a qualified first aid attendant. Pan Pacific has qualified medics and a first aid post onsite at all times.
17. No exhibitor shall erect any sign, stand, wall or obstruction, which interferes with an adjoining exhibitor.
18. The exhibitor is responsible for the safety of her/his products, displays and stands at all times during set-up and teardown as well during the opening hours.
19. Attendee Contact Lists: ALTA will provide contact details of attendees and visitors. Exhibitors and sponsors are not permitted to send broadcast emails to attendees.
20. Antitrust Compliance Policy: ALTA complies with the antitrust laws of Australia. Attendees are encouraged to consult with their own corporate counsel for further guidance in complying with Australian and foreign antitrust laws and regulations.
21. The program is subject to change without prior notice. In the unlikely event of cancellation of the meeting, the only liability of the organizer is to refund monies paid.
22. ALTA Metallurgical Services accepts no liability to any persons or body for any loss, injury or damage caused.