



International Symposium on Artificial Intelligence, Robotics and Automation in Space 2024

19 - 21 November 2024 | Brisbane Convention & Exhibition Centre | Queensland Australia

Thank you for your valuable investment in the International Symposium on Artificial Intelligence, Robotics and Automation in Space (i-SAIRAS 2024). We look forward to delivering an exciting and rewarding experience for your organisation at the Symposium in Brisbane. It is in the best interests of all participants that the arrangements for this event are fully understood by all parties, and therefore we advise that the following commercial terms and conditions apply to the package you have selected:

Sponsorship Terms & Conditions

1. PROMOTIONAL BENEFITS:

Each party agrees to promote each other party's innovative ideas and research directly related to the Symposium themes in e-newsletters and on its social media platforms where available.

2. UNDERTAKING

Each party undertakes that it will not be involved in any conduct or activity that might bring it or the other party into disrepute, contempt, scandal or ridicule, or harm the other party's name or reputation.

3. INSURANCE

The Sponsor agrees to obtain and maintain public liability insurance of at least twenty million dollars (\$20,000,000) for each occurrence in relation to any claims arising from any activities conducted during the Symposium.

4. CLAIMS & DISPUTES

In the event of any dispute, controversy or claim arising out of or relating to this sponsorship, or the breach, termination or validity of it, the parties shall first attempt to resolve the matter over a period of at least 30 days before resorting to formal dispute resolution, except that equitable remedies may be sought immediately.

5. ARBITRATION / DISPUTE RESOLUTION / ATTORNEY'S FEES

The parties agree that any dispute in any way arising out of or relating to this sponsorship will be resolved pursuant to the law of Queensland and through arbitration, with each party responsible for their own legal costs.

6. PERIOD OF SPONSORSHIP

This sponsorship commences on the date that the last party signs it and continues until 22 November, 2024.

7. CONDITIONS OF SPONSORSHIP

The Sponsor will not hold itself out to the public as having authority to act on behalf of the Symposium by virtue of this sponsorship.

The Sponsor acknowledges that by accepting this sponsorship, the Symposium is not endorsing the Sponsor's products, services or business activities.

8. USE OF NAME AND/OR LOGO

All advertising and promotional materials produced, published, broadcast, displayed or exhibited by the Symposium will acknowledge the Sponsor in a manner agreed by both parties.

The Symposium will use the Sponsor's name and/or logo in good faith and such a manner as to enhance and promote the goodwill and reputation of the Sponsor.

9. ADVERTISING AND PROMOTIONAL MATERIALS

The Sponsor must provide all advertising and promotional materials that it wants to publish broadcast, display or exhibit to the Symposium Organisers for approval, which must not be unreasonably withheld, at least 14 days before the relevant advertising or promotional materials are to be published, broadcast, displayed or exhibited.

10. CONFIDENTIALITY

- a) The Sponsor hereby acknowledges and agrees to keep confidential and not to disclose, duplicate, use or permit the use of any confidential or commercially sensitive information relating to the Symposium of which the Sponsor may become aware.
- b) Each party agrees to:
 - a. not disclose the details of this sponsorship to any third parties without the written consent of the other party unless such disclosure is required by law. This provision shall not prevent disclosure to those employees and professional advisors of a party who are required to know such details in order to:
 - i. discharge the obligations of that party; or
 - ii. advise that party,and who are themselves under obligations of confidentiality.
 - b. promptly advise the other party of the details of any conflict which may subsequently arise after the commencement of this agreement. Each party warrants that no conflict of interest exists as of the date of this sponsorship.
- c) This clause survives termination or expiry of this sponsorship.

11. INDEMNITY

The Sponsor hereby indemnifies the Symposium from any costs, losses or expenses arising from any wrongful use, duplication or disclosure of any information relating to the Symposium obtained pursuant to this sponsorship.

This clause survives termination or expiry of this sponsorship.

12. ASSIGNMENT & VARIATION

Any variation, assignment, transfer or novation of this agreement in whole or in part must be in writing and signed by both parties.

Neither party shall assign or transfer or purport to assign or transfer this agreement or any rights or obligations under it without the prior written consent of the other party, which must not be unreasonably withheld.

13. CANCELLATION

In the event that the Symposium Organisers cancel the event, the cash component of sponsorship paid up to, and including, the date of any such cancellation would be refunded. Any non-cash/contra component is not subject to and is not able to be refunded.

14. SPONSOR FEE

The Sponsor Fee is payable on the receipt of a tax invoice.

Exhibition Terms & Conditions

1. Your participation as an exhibitor is confirmed only after completion of the online registration and confirmation by the Symposium Secretariat.
2. Delivery of exhibitor benefits will commence after receipt of cleared payment of the applicable fee/s.
3. Exhibitor benefits may be suspended and exhibition space released if payments are not received by the required date/s. Please refer to your sponsorship agreement (if applicable) to view the schedule.
4. Full and final payment of all sponsorship and exhibition fees must be received no later than 60 (sixty) days in advance of commencement of the Symposium. If this payment is not received by this time, all sponsorship arrangements and exhibition space will be cancelled without notice. If you secure a booth or sponsorship package within 60 days, payment is due within 7 days. (Please note bookings within 60 days are not guaranteed to have a listing in the handbook and may be limited to the delegate app)
5. Fees may be paid by credit card (Visa, MasterCard, American Express accepted); the charge will appear on your statement as 'Carillon Conference Management.'
6. Fees may also be paid by direct bank deposit. Payments must include the reference number quoted on your sponsorship/exhibition invoice and the name of your organisation/company as it appears in your registration.
7. All fees will be transacted in Australian Dollars (AUD).
8. If you notify of cancellation 90 days or more prior to the Symposium, you will receive a full refund of your exhibition purchase.
9. If you notify cancellation from 31 to 89 days prior to the commencement of the Symposium, a refund of 50% of the value of your exhibition purchase will be provided. If you notify cancellation within 30 days or less prior to the commencement of the Symposium, a refund of 25% of the value of your exhibition purchase will be provided. All cancellations must be received in writing.
10. The host organisation and Symposium Secretariat make no warranty as to the number of sponsors, exhibitors, delegates and/or participants that will attend the Symposium.
11. Exhibitors (including sponsors with space in the Exhibition) must ensure they have a current certificate of currency of their Public Liability insurance in the amount of \$20 Million (Australian Dollars) or more. Please contact CCM on the details below for a referral to insurance provider Arena.
12. Sub-letting or assignment of sponsor/exhibitor benefits is not permitted. Exhibition sites may not be shared with any other organisation/s unless this has been agreed to in writing by the

Symposium Secretariat. In cases where such approval is granted, only the name of the organisation that completed registration as an Exhibitor shall be listed as an exhibitor in Symposium publications and signage where applicable.

13. The host organisation and Symposium Secretariat reserve the right to amend and alter the Exhibition floor plan and location of exhibitor sites as circumstances may require.
14. Prior to the Symposium, all exhibitors will be provided with an Exhibition Manual which details the schedule for move-in and move-out of the venue, venue terms and conditions, delivery details and other important information. Exhibitors agree to comply with the terms expressed in this manual.
15. Custom built Exhibition areas must be approved by the Symposium Secretariat not less than 30 (thirty) days prior to commencement of the Symposium. To obtain this approval, exhibitors must provide to the Symposium Secretariat full details of the proposed build, including full dimensions, content of the display and name and contact details of the build contractor. The exhibitor warrants that the build contractor complies with all applicable Workplace Health and Safety regulations and is appropriately insured.
16. Exhibitors are responsible for any damage caused by themselves, their agents, contactors and representatives.
17. Exhibitors shall receive one complimentary Exhibitor Registration. Each registration includes a name badge (in the name of one person only) and refreshments in serviced breaks as per the Symposium program. Transferable registrations can be arranged at a small fee of \$45 + GST. Exhibitor Registrations are for use by exhibitor (and sponsor) representatives required to staff exhibitor sites. TWO additional Exhibitor Registrations may be purchased.
18. All personal information collected for registration for the Symposium will be handled in accordance with the [Privacy Policies](#) of Carillon Conference Management.
19. Additional charges will apply in the event an exhibitor occupies more space at the Exhibition than detailed in the Exhibition package.

The service address for all matters relating to Sponsorship and Exhibition arrangements is:

i-SAIRAS 2024 Secretariat

Carillon Conference Management Pty Limited

PO Box 177, RED HILL QLD 4059

T: +61 7 3368 2644

E: sponsor@ccm.com.au