

## **AGES Industry Partner Engagement Policy**

The Australasian Gynaecological Endoscopy & Surgery Society Limited, ABN 33 075 573 367 (AGES, we, our, or us) provides quality services and events. This policy outlines specific guidelines that our Industry Partners should maintain to ensure both AGES and our Industry Partners are committed to the provision of a safe and enjoyable environment for all delegates and attendees of events.

Please be aware that all partnership opportunities are subject to the most recent Terms and Conditions included with or after the most recent AGES Industry Partnership Prospectus. Should there be a conflict between the information below and the Terms and Conditions, the Terms and Conditions will prevail.

### **All AGES Partners must:**

1. not use any part of the venue other than the space designated by AGES for any other purpose than the permitted use of the exhibition and to conduct business.
2. not permit or allow the exhibit, exhibition, business, or any persons under the control or direction of the Partner at the venue or the event to be:
  - i. a nuisance or annoyance to AGES, any other Partner or person at the event or the owner or operator of the venue;
  - ii. a risk to the safety or health of any person; or
  - iii. a risk of damage to any property.
3. produce and maintain a third party public liability insurance policy to cover AGES to the value of \$20,000,000 from a reputable licenced insurer and provide proof of currency of such policy to AGES upon their request, for the period of the event and any such time any of the Partner's invitees, employees, agents or contractors may be in or about the venue.
4. not erect any sign, display, or obstruction which intrudes into, blocks, or obstructs any passageway or any adjoining area or space occupied or to be occupied by another Partner or space reserved at the venue by AGES for purposes other than the permitted use of the exhibition and business; not damage the walls, floors, ceilings or any other surface of the booth, stand, space or the venue.
5. not dismantle or remove the Partner's exhibits from the booth, stand or space before the published closing time for the event.
6. not damage any exhibit or other property of the venue owner or operator, or of any other Partner or AGES.
7. comply with all reasonable requirements and directions of AGES to all aspects and matters concerning the booth, stand, space, exhibit, business, and exhibition as well as the conduct and attendances of the Partner's staff in or about the booth, stand, space or the event generally.
8. comply with requirements of all government and lawful authorities including but without limitation to officers from any Federal, State or Local fire, emergency, police, health, defence, security or other authority or agency.
9. indemnify and keep indemnified AGES for all costs, losses, damages, and compensation incurred, paid or for which either of them may be liable as a result of a breach of any of the above obligations by the Partner or their employees, invitees, agents, and contractors; ensure that their booth, stand or space is ready for business to commence by the time specified by AGES and in any case, no later than the time of opening or commencement of the event.

10. keep their booth, stand or space open to view and properly staffed by competent and respectable representatives.
11. maintain their booth, stand or space in a clean and tidy condition at all times during the event.
12. conduct business only from their booth, stand or space.
13. keep passageways in front of their booth, stand or space free from obstruction.
14. not operate any type of machinery or equipment at a sound level, which in AGES reasonable opinion, is likely to cause nuisance or annoyance to the venue operator, other partners, invitee, or person likely to or attending the event.
15. pay the Partnership fees within 30 days of being invoiced. Late payment will incur a 5% fee. All partnership payments must be received before the start of the event.
16. not do anything which, in the reasonable opinion of AGES, may bring discredit upon the event or AGES.
17. arrange at their own cost:
  - a. the transport and/or shipping of all goods and materials for exhibits to and from the booth, stand or space;
  - b. any additional security for the property contained within the booth, stand or space if deemed necessary.
18. ensure that if they are a Platinum, Gold, or Major Partner, and AGES is doing a constructed trade exhibition, that they will;
  - a. erect custom-designed and built stands at their own expense:
  - b. send all proposed stand designs to the AGES Secretariat and venue for approval;
  - c. Produce contact details for the contractor or company being used to build a custom stand
19. ensure that if they are a single or double exhibitor and, AGES is doing a constructed trade exhibition, that they:
  - a. use the contractor and shell scheme booths provided by AGES.
  - b. communicate any alterations to the booth with AGES for approval
20. ensure that all venue OH&S requirements are met by custom-built and contractor stands