

ASCLITE 2026

Sponsorship and Exhibitor Terms and Conditions

1. By confirming your sponsorship package, you agree to be a Sponsor or Exhibitor of the Australasian Society for Computers in Learning in Tertiary Education Conference (ASCILITE) 2026.
2. Upon confirmation from the Conference Organising Committee confirming acceptance of your application, an email confirming your sponsorship or exhibition booking will be emailed to you along with a receipt and/or Tax Invoice.
3. You agree to pay the Australasian Society for Computers in Learning in Tertiary Education Conference (ASCILITE) full amount payable and as due.
4. Sponsorship entitlements will not commence until full payment is received.
5. Monies are to be paid in Australian dollars and include potential bank fees for processing international transfers.
6. All pricing shown is inclusive of 10% Goods and Services Tax (GST) as legislated by the Australian Government.
7. All outstanding money must be paid in full to the ASCILITE Secretariat prior to 1 Nov 2026 (cheques must have cleared by this date). Sponsors and/or Exhibitors will not be listed in onsite publications and Exhibitors will not be permitted to participate until all outstanding money has been paid in full.
8. Please note that your requested category of sponsorship may have a limit to the number of sponsors as detailed in the sponsorship and exhibition prospectus documentation, and preference will be determined in order of receipt of the confirmed participation in writing and payment. The Conference Organisers will notify you if you are not successful and suggest an alternative category.
9. Sponsors/Exhibitors are not permitted to enter the Conference sessions or social events, unless the relevant tickets are provided as part of the specified sponsorship package.
10. The Conference Organisers may at their discretion use your logo, symbol, trademark or registered mark in acknowledging your sponsorship in the conference literature where this is offered as part of your particular sponsorship package and no payment shall be made to you for such use. You will be responsible for forwarding your logo, symbol, trademark or registered mark by the deadline stipulated. We request that all logos be supplied in an eps format or high resolution 300 dpi jpg file. Should an alternative format be received, the Conference Organisers cannot be held responsible for the quality of the logo displayed in any of the promotional material or documentation.
11. All exhibitors are responsible for their own insurance, including public liability. All exhibitors must hold public liability insurance of the minimum value of \$10 million

dollars. Exhibitors must provide a copy of their insurance policy and certified currency upon request. Companies responsible for bringing any item into the venue, which causes any damage to Rydges Hotel, Southbank or injury or damage to any property or person, either directly or indirectly will be held responsible for the damage or injury. Exhibitors/contractors shall indemnify Rydges Hotel, Southbank against all claims and all losses, costs, liabilities and expenses incurred by Rydges Hotel, Southbank, arising wholly or in part from an act or omission of themselves or their employees, agents, contractors and guests.

12. The Conference Organisers reserve the right to alter the exhibition floor plan and/or reallocate table numbers and positions without notice.

13. The Conference Organisers will not refund or discount sponsors or exhibitors for any facilities or entitlements not used or not required.

14. No Sponsor or Exhibitor is permitted to share / sublet their sponsorship and/or exhibition stand without seeking permission from the Conference Chair.

15. Nothing contained in this document will be deemed to constitute a partnership, joint venture or agency relationship between you ASCILITE and/or the Conference Chair and you must not do anything where you will, in any way, be represented that you are a partner of ASCILITE and/or the Conference Chair.

16. The details in this document are correct at the time of printing. The ASCILITE Conference Organising Committee do not accept responsibility for any changes that may occur.

CANCELLATION POLICY

In the instance of *Exhibitor cancellation*, the following conditions will apply:

1. Cancellation must be received in writing and acknowledgment received from the Conference Chair within 72 hours of lodging cancellation (subject to public holidays).
2. Cancellation received up to 1 Nov 2026 will incur a \$110 penalty per table. The balance of payment will be returned.
3. Cancellation from 1 Nov 2026 will forfeit full payment.

In the instance of *Sponsor cancellation*, the following conditions will apply:

1. Cancellation must be received in writing and acknowledgment received from the Conference Chair within 72 hours of lodging cancellation (subject to public holidays).
2. Cancellations received up to 1 Nov 2026 will incur a 50% penalty of package value. The balance of payment will be returned. All benefits will cease immediately (website recognition etc.).
3. Cancellation received from 1 Nov 2026 will forfeit full package value.