



The following terms and conditions apply to your application to sponsor and/or exhibit at APGC 2026.

## Things you need to know

- You (Sponsoring /Exhibiting organisation) by returning a completed, signed and dated form accept these Terms and Conditions.
- We/Us (MCI ABN 76 108 781 988) representing the Organising Committee and the Host Body do not accept responsibility for any errors, omissions or changes.
- Details may change without notice. Please refer to the website ([apgcongress.org](http://apgcongress.org)) for the latest information on the event.

## Financial facts

- Phone or unpaid bookings will not be accepted.
- We will issue a tax invoice which is payable within 14 days. If you miss the payment date, any time dependent discounts will be forfeited— i.e. you will be billed at the next highest level (early rate to standard, etc.).
- You will not receive any sponsorship or exhibition entitlements, including allocation of booth location (allocated in order of sponsorship/ exhibition level) until all monies have been paid.
- All sponsorship and exhibition prices are in USD.
- Payments can be made via EFT or credit card.
- If you pay by electronic funds transfer or an international cheque you agree to pay any bank charges and must include these in the amount you transfer.
- For those paying via credit card, a credit card processing fee of 5% will be charged. Debits to your credit card will appear as MCI Suisse (MCI HQ is in Geneva) on your statement.

## If you need to cancel

- You must notify us in writing if you need to cancel.
- Cancellations made before 24 November 2025 will be refunded less 15% cancellation fee. Cancellations received between 25 November 2025 and 24 March 2026 will be refunded less a 50% cancellation fee.

- Cancellations made after this date will not be refunded.
- Your non-payment does not cancel your contractual obligations to us.
- No exhibitor shall occupy allocated space until all monies owing to the organiser are paid in full.

## In the unlikely case that the event cancels

- The extent of refunds will be a matter for the Host Organisation (the underwriter) to decide. We have no responsibility for making refunds and attempts to cancel cheques or credit card payments will be rejected by our bank.

## You and your staff—onsite

- Your application to sponsor and/or exhibit does not constitute an attendee registration. You will need to do that separately online.
- All exhibition staff must be registered online—i.e. complimentary exhibitor registration, or by purchasing additional exhibitor staff registrations.

## Print entitlements

- Logos and other printed material may, at our sole discretion, be reproduced in colour (where possible), OR the nominated congress spot colour/s OR mono depending on method of production.
- The sponsor must provide suitable material to meet our publication requirements and deadlines.
- Please provide all material at 300 DPI at 100% in jpeg (preferred for website) AND eps (preferred for print) format including, where possible, RGB or Pantone colour equivalents.
- Where applicable, advertisements are to be supplied by the sponsor and are subject to approval by the organiser.
- No print or web recognition will be given unless payment terms have been met.



## Sponsor notes

- All sponsor functions must be endorsed by the APGC 2026 organisers
- If you are approved by the secretariat to host a private function, sponsors must do so at their own expense and within the time & date the congress managers approve.
- Failure to notify or receive approval for hosting a sponsor function during APGC 2026 may result in forfeiture of sponsorship fees/entitlements, or the ability to be involved as a sponsor or exhibitor to APGC in the future

Sponsorship of speakers and sessions are subject to additional terms and conditions.

## Exhibitor notes

- You may not assign, share, sub-let, or grant licences for the whole or part of the booth without our prior approval. Please email the congress manager for further information.
- We reserve the right to ask you to remove any display items we deem as unacceptable.
- You must conduct business only from within the confines of your booth. You may not tout, or place any material, outside your booth/space causing obstruction of the aisles.
- You will be responsible for any reasonable costs of repairing the booth or premises should you paint, mark or damage any fixtures or fabric.
- Food, beverage or prohibited items are not permitted at the event unless prior arrangements are made with the congress managers.
- Any supplier you use onsite must conform to the venue's OH&S, insurance and other regulations.
- You are solely responsible for any physical loss or damage to your own property.

- You must hold a current public liability insurance policy for a minimum of USD10,000,000. Please forward the name of your insurer, your policy number, the insured amount and its renewal date to us at least four weeks prior to the event. Entry to the venue will be denied if you have not provided this information. If you are unable to organise insurance cover as required, please contact the congress managers to discuss options.

## Privacy statement

- Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please advise us.
- In addition, your name, organisation, country/ state of origin may be published on the list which is provided to delegates, exhibitors and sponsors at the event. If you do not wish your details to be included in this list, please contact us.

## Non-sponsor functions

Ad-hoc or unapproved non-sponsor functions running prior to, during or post congress are prohibited. Failure to comply will result in a forfeit of sponsorship fees and entitlements.