

# Esri Malaysia events

## Terms and Conditions

### March 2016

The following terms and conditions apply to Esri Malaysia's live and/or virtual events, unless otherwise stated.

#### Public Liability Insurance

In the case of a live event, Partners, Sponsors and Exhibitors are required to ensure they are adequately covered for public liability insurance. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand (where applicable). The Partner, Sponsor or Exhibitor must take out adequate insurance in respect of all such claims.

The Organisers accept no liability for damage to exhibits by loss, damage, theft, fire, water, storms, strikes, riots or any cause whatsoever. Partners, Sponsors and Exhibitors are advised to insure against such liability.

The Partner, Sponsor or Exhibitor is responsible for all personal injury or damage to property arising in connection with the display area, howsoever caused.

The Organisers reserve the right to change the venue and duration if exceptional circumstances demand. In the event of a change of venue and/or duration, the agreement to participate will remain in force so long as the Partners, Sponsors and Exhibitors are informed at least one month before the changes.

For any sponsorship presence to be valid at the conference, all monies must be paid in full prior to the commencement of the event.

The Organisers will attempt to provide the best possible booth position where applicable, however, they reserve the right to move booth positions in extreme cases provided the Partners, Sponsors and Exhibitors concerned are informed at least one month prior to the event.

If deadlines are not adhered to with regard to supply of logos, profiles, artwork, etc., the organiser reserves the right to proceed without said items.

#### Disclaimer

In the instance where a Partner, Sponsor or Exhibitor purchases a package which includes a presentation, webinar, workshop or the distribution of collateral – all materials must receive prior approval from Esri Malaysia's assigned Event Manager or Chief Marketing Officer.

Presentation and/or meeting times will be at the discretion of the Event Manager and in the instance where the event is held outside of Esri Malaysia's offices, no audio visual or internet will be provided – unless otherwise specified.

Every effort will be made throughout the event to accommodate additional requests based on availability.

## Webinars

Webinar topics and content are to be approved by Esri Malaysia at least one month prior to the date of the webinar. Esri Malaysia reserves the right to decline a topic at their discretion.

Any Partner, Sponsor or Exhibitor taking part in a webinar will be required to complete Esri Malaysia's webinar terms and conditions.

All costs associated with running the webinar are the responsibility of the Esri Malaysia event Partner.

## Professional Courtesy

The Organisers of Esri Malaysia events aim to ensure all Partners, Sponsors and Exhibitors enjoy a rewarding experience. To this end, Partners, Sponsors and Exhibitors are expected to conduct themselves in a fair, reasonable and respectful manner.

In the case of live events, use of PA or AV systems must be approved by the event Organiser, and all promotional activities are to be limited to each Partner, Sponsor or Exhibitor's allocated area unless otherwise assigned.

## Sponsorship Cancellation Policy

Your cancellation must be advised in writing to Josie Sinni at Esri Malaysia (Suite 10-01-02, Level 10, PJX-HM Shah Tower, 16A, Persiaran Barat, Petaling Jaya 46050 Selangor).

An administration fee of 25% of the contracted price is retained should the cancellation be up to three months prior to the event and 100% of the contracted price should cancellation be less than one month prior to the event.

If your selected package is resold, a cancellation fee of 25% applies and a refund of any monies owed (less the 25%) will be forwarded after the Conference. Only once all other trade booths are sold is the resale option available. If the item cannot be resold you are liable for full payment.

Your signature on the booking form is taken as a confirmation of your booking, acceptance of the details of the relevant sponsorship/exhibition booth as listed in this material, and acceptance of these conditions.

## Privacy

Please note, the release of delegate information is subject to each individual's consent and relevant privacy laws.

Participation as a Partner, Sponsor or Exhibitor is at the discretion of Esri Malaysia.