



Gladstone Careers Expo 2026

Terms & Conditions

1. General

These Terms & Conditions apply to all exhibitors and sponsors participating in the Gladstone Careers Expo 2026 ("the Event"), hosted by Communities of Gladstone Supporting Youth (COGSY). By submitting a registration form and/or making payment, participants agree to be bound by these Terms & Conditions.

2. Registration & Payment

- All exhibitors and sponsors must complete the official registration process to confirm participation.
- Full payment is required to secure a booking.
- Fees are non-transferable.
- Any additional services or requests must be arranged in advance and may incur additional costs.

3. Booth Allocation

- Exhibition spaces are allocated by COGSY.
- While exhibitor preferences may be considered, final placement is at the sole discretion of the organiser.
- A floor plan ("mud map") will be provided prior to the event.

4. Set-Up, Pack-Down & Event Operations

- Exhibitors must set up and pack down within the designated times advised by the organiser.
- All exhibition spaces must remain operational for the duration of the event.
- Pack-down must not commence before the official close of the event.

5. Use of Space & Conduct

- Exhibition spaces may only be used for purposes relevant to careers, education, training, or employment pathways.
- Exhibitors must maintain a professional, safe, and respectful presence at all times.
- COGSY reserves the right to remove any exhibitor who fails to comply with these conditions or engages in unsafe or inappropriate conduct.
- Removal due to non-compliance will not entitle the exhibitor to a refund.

6. Liability & Insurance

- Participation in the Event is at the exhibitor's or sponsor's own risk.

Document Name and Reference	Date Effective	Version	Set Review	Planned Review	Page
CGY-POLCEX 001.0 Careers Expo_T&C	01/02/2026	V001.0	1 yearly	01/02/2027	1 of 2



- COGSY accepts no responsibility for loss, theft, or damage to exhibitor property.
- Exhibitors are strongly encouraged to hold appropriate public liability insurance.
- Any damage caused to the venue or equipment by an exhibitor will be the exhibitor's responsibility.

7. Cancellation & Refund Policy

All cancellations must be submitted in writing to **admin@cogsy.org**.

Booklet content and marketing materials are finalised for print on 17 April 2026.

After this date, exhibitor and sponsor details are committed to printed and digital materials and cannot be amended or withdrawn.

Refunds will be applied as follows:

- On or before 17 April 2026
Full refund, less a \$100 administrative fee.
- From 18 April 2026 until 5 May 2026
50% refund.
- Within 7 days of the event (from 6 May 2026)
No refund.

COGSY is not responsible for costs incurred outside of event fees, including travel, accommodation, or promotional materials.

8. Event Changes & Force Majeure

COGSY reserves the right to amend, postpone, or cancel the Event due to circumstances beyond its reasonable control, including but not limited to extreme weather events, government restrictions, venue failure, or other force majeure events.

- If the Event is cancelled by COGSY for internal, operational, or organisational reasons within the organiser's control and not related to force majeure, a full refund will be issued.
- If the Event is cancelled due to force majeure, refunds (if any) will be determined based on unrecoverable costs and the feasibility of rescheduling.
- COGSY is not liable for any additional costs incurred by exhibitors or sponsors as a result of cancellation.

9. Acceptance of Terms

Submission of a registration form, completion of the Terms & Conditions acceptance checkbox, and/or payment confirms acceptance of these Terms & Conditions.

Document Name and Reference	Date Effective	Version	Set Review	Planned Review	Page
CGY-POLCEX 001.0 Careers Expo_T&C	01/02/2026	V001.0	1 yearly	01/02/2027	2 of 2