



THE AUSTRALIAN FUNERAL EXPO

The Expo by Funeral Directors for Funeral Directors

This document contains important information for potential exhibitors and should be read in conjunction with the information available at www.afexpo.com.au.

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2025 EXHIBITOR TERMS & CONDITIONS

Expo Sneak Preview

Friday 17 October 2025

6:30pm - 9:00pm

Australian Funeral Expo

Saturday 18 October 2025

10:00am - 4:00pm

Melbourne Convention and Exhibition Centre - Exhibition Bay Door 4
2 Clarendon Street, South Wharf VIC 3006, Australia

Email info@afexpo.com.au

Web www.afexpo.com.au

Phone 0417 871 626

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500/7 Halycon Drive, Pimpama QLD 4209, Australia

Presented by the National Funeral Directors Association of Australia (ABN 26 069 001 789)



Making Your Booking at the 2025 Australian Funeral Expo

The following information forms part of the terms and conditions of the 2025 Australian Funeral Expo and should be read and understood prior to booking your exhibit site. Booking a site, either via our online system or any other request, shall be deemed to have entered into a contractual agreement with Australian Funeral Expo (AFE). It is assumed that the information available on our website at www.afexpo.com.au and the terms and conditions contained within this document have been read and understood. Proceeding with an exhibit site booking at the 2025 Australian Funeral Expo indicates your agreement with these requirements.

1. Choose Your Preferred Position

Select your preferred site location(s) from the Expo Floor Plan (available from our website) and proceed through the booking process after reading the relevant information contained online and within this terms and conditions document. Exhibit sites are not confirmed until payment of the Tax Invoice is received. AFE makes no guarantee for any changes to the floor plan and/or sites which may be necessitated by Melbourne Convention & Exhibition Centre (MCEC). Every effort will be made to allocate your preferred site(s), however this is not guaranteed. Where this is not possible, another suitable and similar location will be allocated and confirmed with you.

2. Check Your Site Requirements

Standard exhibition stand options and equipment will be provided by ExpoNet. Additional features and options allowing you to customize your site are available, and an ExpoNet representative will contact you to discuss your requirements after your booking is made. Please note however, phone, internet, water and rigging are not included and you should contact AFE immediately should you require any of these for your site. No guarantee of availability of these items is made.

Food and beverage catering, sampling and/or selling is strictly prohibited without prior approval from the AFE and MCEC before the commencement of the event. Sampling will only be accepted if the product directly relates to the exhibitor's primary business. Preparation, distribution, sampling and disposal of food and beverage products and by-products must comply with the general standards of health, safety, sanitation and any other specific requirements as required under Victorian regulations and MCEC.

Any exhibitor wishing to feature items and/or displays which may be deemed offensive, create excessive noise and/or dust, or have any other detrimental impact on other exhibitors and/or attendees, should consult with AFE to discuss their plans. Such discussions shall be kept in the strictest of confidence and will not be divulged to other exhibitors or attendees prior to the event.

Similarly, any exhibitor wishing to conduct a raffle or competition should also discuss their plans with AFE, as well as ensuring they adhere to Victorian gaming regulations.



3. Exhibition Stands & Exhibit Inclusions

Site inclusions are detailed on our website. Generally speaking, your site fee includes the provision of basic power, carpet, lighting, and standardised signage (lighting and signage are not applicable to Vehicle Showcase sites). For hire or purchase of custom exhibition booths, additional lighting, furniture, brochure stands, audio visual, multimedia and other exhibition and promotional accessories, please contact our official supplier ExpoNet (details are available from AFE).

“Booth” style walls are generally only provided for Standard Exhibit sites. Because of their location and exposure to the public (on all four sides), Premium Exhibit sites are usually provided without walls (unless another exhibit site is located immediately adjacent). It is recommended Premium Exhibit site exhibitors liaise with ExpoNet regarding the design and utilization of their exhibition space. “Booth” style walls are not permitted for Vehicle Showcase sites.

Chairs, tables, display stands, etc. are not included as standard for any exhibition site and must be arranged with ExpoNet if required.

4. Public Liability Insurance

All exhibitors are required to hold a minimum of \$20 million public liability insurance cover effective from Friday 17 October 2025 until Sunday 19 October 2025 (inclusive). Exhibitors must submit a *Certificate of Currency* noting their public liability insurance cover of at least \$20 million effective during the specified dates. Exhibitors are advised that AFE reserves the right to provide details of each exhibitor’s public liability insurance cover to MCEC as requested. Should an exhibitor require assistance with obtaining public liability insurance they should contact their insurance broker.

5. Payment of Fees

Upon completion of the online booking process, AFE will issue a Tax Invoice for the total cost of the exhibit site(s). Any discounts resulting from National Funeral Directors Association of Australia (NFDA) Sponsorships in the 2024/25 or 2025/26 financial years, and/or from multiple site bookings, shall be reflected in the total payable on the Tax Invoice when issued. AFE may issue additional Tax Invoices for any additional items requested by the exhibitor which are provided by AFE (e.g. additional event tickets or meals).

All payments must be received by AFE within fourteen (14) days from the date of invoice. Any payments not received within this specified time frame may result in the cancellation of the corresponding bookings. Cancellations prior to 15 August 2025 shall incur a Cancellation Fee equal to 50% of all amounts invoiced to the exhibitor to date. Cancellations on and after this date shall incur a Cancellation Fee equal to 100% of all amounts invoiced at the date of cancellation.



6. Bump In & Bump Out Times

Set Up (Bump In) - Friday 17 October 2025 between 10:00am & 5:30pm

Pull Down (Bump Out) - Sunday 19 October 2025 between 8:00am & 12:00pm

All exhibitors must adhere to the above time frames. Exhibitors will not be permitted to set up or pull down their exhibits outside of the specified times or during the event(s). It is the exhibitor's responsibility to arrange for any necessary transport and manual handling equipment required to assist them to set up and/or pull down their exhibits. AFE, MCEC and ExpoNet staff are unable to assist exhibitors with these tasks.

Should an exhibitor wish to bring a vehicle into the exhibition area to assist them to set up and/or pull down their exhibit they must contact AFE prior to the event to arrange a suitable time for this can be done safely and with no detrimental effects to other exhibitors. AFE cannot guarantee that all exhibits allow suitable access for vehicles at all times and AFE's decision on times or refusal to allow vehicles into the exhibition area are made without prejudice and are final.

Please be aware that during bump in and bump out, the venue is classified as a construction zone. This requires **all people on site to wear filled in shoes and a high vis safety vest** - you will not be permitted on site without a vest and suitable footwear. Any person onsite during bump in/out must have been inducted by MCEC (induction documentation and requirements will be made available for completion prior to the event).

7. Expo & Event Times

The Expo will be open to funeral directors and industry members on Friday 17 October 2025 between 6:30pm & 9:00pm and on Saturday 18 October 2025 between 10:00am & 4:00pm. All exhibitors must have their exhibits set up prior to the 5:30pm bump in deadline on Friday 17 October 2025. Exhibits must remain open for the entire duration of the event on both days and may not be pulled down until the designated bump out times on Sunday 19 October 2025.

8. Security

MCEC provide 24 hour onsite security at the venue. No person, including exhibitors, shall be permitted inside the exhibition hall outside of the designated bump-in/out times and exhibition times. Security staff instructions are final and must be obeyed at all times.

9. Exhibitor Directory

AFE has implemented an online floor plan and directory system and it is up to each exhibitor to complete their own profile details (via the link sent to them when a site is booked). This online directory is publicly available and will be made available to all attendees of the expo. By agreeing to exhibit at the 2025 Australian Funeral Expo, the exhibitor agrees to have the information they provide on their business profile made publicly available.



Terms & Conditions

DEFINITIONS

In this agreement:

“**Expo**” refers to the 2025 Australian Funeral Expo event to be held on 17 October 2025 and 18 October 2025 at the Melbourne Convention and Exhibition Centre (known as “**MCEC**”), South Wharf, Victoria, Australia.

“**Exhibitor**” refers to the company, person or persons specified on the online exhibitor booking, also their servants and their agents, his/her or its heirs, successors and permitted assignees.

“**Organiser**” refers to Australian Funeral Expo (known as “**AFE**”), a subsidiary of the National Funeral Directors Association of Australia (known as “**NFDA**”) (ABN 26 069 001 789), its servants and its agents.

“**Premises**” refers to the land and buildings occupied by the event venue as stated, including, but not limited to, the Melbourne Convention and Exhibition Centre, South Wharf, Victoria, Australia.

“**Site**” refers to that portion of the Premises occupied by the Exhibitor for the duration of the event.

CONDITIONS

The Exhibitor acknowledges and agrees with the Organiser:

1. The Organiser will allocate a space to each approved Exhibitor. This represents a licence to exhibit and not a tenancy.
2. Entry, use of, and attendance upon the Premises shall be entirely at the Exhibitor’s risk. The Organiser reserves the right at any time, and at its sole discretion, to refuse any Exhibitor or person admission to the Premises without assigning any reason for its decision. The Organiser shall in such circumstances not be liable for any loss or damage suffered by the Exhibitor as a result of the Exhibitor or person being refused admission.
3. The Exhibitor agrees with the Organiser to take and occupy the space specified in the Exhibitor’s booking. The Organiser reserves the right to amend Site locations and numbers without notice.
4. The Exhibitor agrees that none of the rights and benefits granted to it hereunder shall be capable of assignment and that it will not, without the written consent of the Organiser, allow another person or company to occupy any part of the space taken by the Exhibitor pursuant to this agreement.
5. The Exhibitor will pay to the Organiser the total amount in the manner set out in the Exhibitor booking and these terms and conditions.
6. The Organiser reserves the right to cancel the Exhibitor’s Contract and retain part or all of the monies paid if, in the reasonable opinion of the Organiser, the Exhibitor infringes a material condition of this agreement, after having notified the Exhibitor of the infringement and having provided the Exhibitor with a reasonable period of time within which to remedy the infringement.
7. The Exhibitor indemnifies and will keep indemnified and holds harmless the Organiser from and against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses whatsoever nature and howsoever occurring (and whether arising from the negligence of the Exhibitor or any employee, servant or agent of the Exhibitor) brought against or made upon the Organiser by any other person or entity or which the Exhibitor may pay, suffer or sustain arising directly or indirectly from the entry to the use of or the attendance upon the premises by the Exhibitor for the purpose of exhibiting its products.
8. Clause 8 is deleted.
9. Clause 9 is deleted.
10. The Organiser shall have the power to remove from any part of the Premises any material which is considered to cause offence to attendees.
11. The Exhibitor agrees that the serving of food and drinks from their Site is generally disallowed without prior approval from the Organiser and MCEC. It is the responsibility of the Exhibitor to comply with any health or council regulations regarding the provision of any refreshments. The Exhibitor may not charge for any refreshment provided at their Site.
12. The Exhibitor must remove all display material from the Premises by the time stated in the terms and conditions.
13. The demonstration of machinery and equipment may only be carried out with prior approval from the Organiser and must be done at the time and in the areas specified by the Organiser.
14. Site sharing is not permitted at any time. Tenancy of exhibition sites is permitted only by the company, business, person or persons whose name appears on the Exhibition Booking and Tax Invoice issued by the Organiser.
15. The Exhibitor shall hold Public Liability Insurance cover with a limit of liability of no less than \$20 million and be able to show proof of such insurance cover to the Organiser before occupying a Site.
16. The Exhibitor must comply with all current Workplace Health and Safety standards and must comply with all laws covering the erection of structures, the display of, and/or sale of machinery, vehicles or other goods.
17. Fittings and fixtures must not be attached to the floors, ceilings or walls of the Expo venue. Nails, screws and other fittings cannot be driven into walls, panels or fixtures or into any part of the Premises.
18. The Exhibitor will be responsible for any damage to the Premises or to any display booths, partitions, electrical fittings, lights or furnishings provided for the Exhibitor.
19. The Exhibitor recognises that valuables and equipment are brought into the Expo venue at the Exhibitor’s risk. The Organiser will not be responsible for any losses that occur during any period of the move-in, operating period, or move-out.
20. The Exhibitor will not be permitted to occupy their Site unless they have fulfilled all insurance, payment, AFE and MCEC conditions and requirements.
21. The Exhibitor agrees that their Site will remain operational until the official closure of the event. A representative of the Exhibitor must remain with the assigned exhibition space until the Expo is closed to attendees. Removal of any stock or exhibition and display equipment from the Site prior to the Expo closure may void your Public Liability Insurance and will be considered a breach of these terms and conditions.
22. A height limit of 2.4 metres applies to all Expo spaces. No part of a display or sign may extend or project beyond the dimensions of the Expo space without prior written approval from the Organiser.
23. Limited storage space is available. Required storage space must be requested in advance, and is at the discretion of the Organiser.
24. It is the responsibility of the Exhibitor to ensure that all rubbish is removed from the Exhibitor’s Site at the close of the Expo.
25. The Organiser will not be liable to the Exhibitor for any loss suffered, nor be in default under this contract for any delay, failure or interruption resulting directly or indirectly from industrial action, blackouts, fire, war, terrorism, COVID-19, SARS or any effects of a pandemic, civil or military unrest, explosions, earthquakes, floods, labour disputes, acts of God or any other event or cause beyond the control of the Organiser, or if the attendance at the Expo is adversely impacted by any of the events or causes nominated in this clause. In all such circumstances the Organiser shall be entitled to retain all monies paid by the Exhibitor.



Terms & Conditions (con't)

26. The Organiser does not warrant or guarantee and specifically excludes liability to the Exhibitor in relation to:
 - a. any difference between the estimated and actual number of visitors to the Expo;
 - b. any difference between the estimated and actual number of Exhibitors or Sponsors, or the identity of Exhibitors or Sponsors;
 - c. timeliness or quality of services, or failure in the provision of services that are the responsibility of the Premises or appointed contractors;
 - d. cancellation, postponement or relocation of the Expo or any or all of the Expo program.
27. The Exhibitor grants permission for AFE and NFDA to use and distribute (both now and in the future) the Exhibitor's image and/or voice in photographs, video and audio reproductions, and any other electronic reproduction of exhibits and events at the Expo.
28. The Exhibitor shall comply with the terms and conditions of the event Premises. The MCEC Event Licence and Operational Regulations are available from AFE upon request.
29. The Organiser may ask the Exhibitor for a copy of, and the use of, their intellectual property (including, but not limited to, trademarks, logos, service marks and symbols). Such intellectual property shall only be used by the Organiser in materials related to the Expo and shall remain the property of the Exhibitor at all times. Exhibitors may refuse the Organiser's request in their absolute discretion. If they agree to the Organiser's request then:
 - a. the Exhibitor grants to the Organiser a licence for the use of the intellectual property or any part of it for the sole purpose of, and only to the extent necessary, enabling the Organiser to perform its obligations under this contract to promote the Expo;
 - b. the Organiser acknowledges that its right to use the Exhibitor's intellectual property is limited to use exclusively in relation to the Expo;
 - c. the Exhibitor must clearly identify to the Organiser any of their intellectual property granted for use by the Organiser, together with any restrictions upon its use, before it is utilised by the Organiser.
30. Any intellectual property created by the Organiser in relation to the Expo belongs to the Organiser unless otherwise agreed in writing.
31. The Organiser may provide the Exhibitor with marketing and promotional materials relating to their involvement with the Expo. Such material remains the intellectual property of the Organiser and must only be used by the Exhibitor as directed by, or in a manner approved by, the Organiser.
32. The Exhibitor acknowledges that if payment of an account is overdue, AFE and NFDA, at their discretion, reserves the right to refer the outstanding amount to an agency for collection.

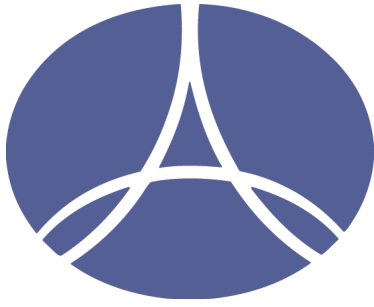
In booking an Exhibit Site at the 2025 Australian Funeral Expo, the Exhibitor agrees to the following statements:

1. The Exhibitor acknowledges that the information available on the 2025 Australian Funeral Expo website and 2025 Exhibitor Terms & Conditions are an integral part of the terms and conditions related to booking an exhibit site at the 2025 Australian Funeral Expo and these shall be binding on the Exhibitor.
2. The Exhibitor acknowledges that they have read and understood the requirements and terms and conditions associated with booking an Exhibit Site at the 2025 Australian Funeral Expo and agrees to adhere to such requirements and terms and conditions at all times.
3. Upon request, the Exhibitor agrees to provide to the Organiser a ***Certificate of Currency*** noting their **Public Liability Insurance** cover of at least \$20 million effective for the period from Friday 17 October 2025 until Sunday 19 October 2025 (inclusive).

Payment of a Tax Invoice issued by Australian Funeral Expo for the Exhibitor's Exhibit Site shall constitute acceptance of the Terms and Conditions.



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