



# 84th WIOA Victorian Water Industry Operations Conference & Exhibition



# EXHIBITION PROSPECTUS

**Bendigo Exhibition Centre**

Prince of Wales Showgrounds  
Holmes Road, North Bendigo, VIC 3550



# 29 & 30 March 2023 BENDIGO

**PRIME SPONSORS**





# 2023 Victorian Water Industry Operations Conference & Exhibition



**29 & 30 MARCH**  
**BENDIGO**

## About the Event

The Water Industry Operators Association of Australia (WIOA) along with a number of partnering organisations and industry sponsors will stage the 84th Annual WIOA Victorian Water Industry Operations Conference and Exhibition in Bendigo in 2023. This is one of four very successful 'operationally focused' conferences and exhibitions organised by WIOA annually. Events in NSW, Queensland, South Australia and Victoria had very strong exhibition participation rates in previous years and it is anticipated they will be just as popular this year.

### Exhibition Free Entry

Entry to the exhibition is FREE which allows allied industry personnel such as plumbers, trade waste, mining, food and beverage employees and contractors access to the exhibition.

### Technical Program

The conference technical program will provide key information for anyone interested in the operational side of the water or wastewater industry. Importantly, the papers presented at past events are not only about water or wastewater treatment, but cover a wide range of topics.

### Conference and Exhibition Format

The exhibition compliments the technical program by providing an opportunity for the delegates and visitors to discuss with suppliers the latest water industry developments and see state-of-the-art technology on display. The social activities and interaction between exhibitors and delegates provides excellent opportunities to gain important contacts within the water industry. You can also maximise your organisation's profile by taking out a conference sponsoring option, or by presenting a technical paper. This is one of the few conferences that maximises the face-to-face contact time between the delegates and exhibitors due to our successful format of keeping all conference and exhibition activities at the one site.

## Venue

### Bendigo Exhibition Centre

**Prince of Wales Showgrounds, Holmes Road, North Bendigo, 3550.**

The venue has an open span exhibition area for exhibition sites and a central meals area on a concrete floor.

Technical paper presentations will be staged in a room adjoining the main exhibition area.

In addition to WIOA's standard requirements for participating in the exhibition, there are some other conditions applied by venue management. WIOA must be notified and the venue must approve proposals by any companies to utilise any of the following as part of their exhibition site:

- Water required for active displays. Under no circumstances will water be permitted to be discharged to the floor anywhere inside the venue.
- All rigging required.
- The construction of custom sites.
- All displays involving vehicles entering the exhibition area.



**WIOA will continue to follow our COVIDsafe plan for events.**

## Key Dates & Times

<b>Friday 20 January 2023</b>	5.00pm	Final date for payment of sites. Sites not paid for by this date WILL be re-allocated.
	5.00pm	Public Liability Insurance and Property Damage Insurance Policy - Certificate of Currency provided to WIOA.
<b>Monday 27 March 2023</b>	<b>Venue closed to exhibitors</b>	Construction of exhibition sites.
	1.00pm	Construction of custom sites - must be approved in advance by WIOA.
<b>Tuesday 28 March 2023</b>	1.00pm - 6.00pm	Exhibitor registration and bump in. (Note: no access prior to 1.00pm, venue will close strictly at 6.00pm).
	4.00pm	Registration for delegates.
	4.45pm - 6.00pm	Welcome Reception for delegates & exhibitors.
<b>Wednesday 29 March 2023</b>	8.30am - 5.00pm	Exhibition open.
	9.00am	Conference opening ceremony.
	6.30pm - 11.00pm	Meet the Exhibitors dinner.
<b>Thursday 30 March 2023</b>	9.00am - 5.00pm	Technical presentations continue.
	9.00am - 4.00pm	Exhibition open.
	4.00pm	Exhibitor bump out (hand carry items only).
	6.30pm - 11.30pm	Conference Awards dinner.
<b>Friday 31 March 2023</b>	7.30am - 2.00pm	Exhibitors to have site equipment out by 9.00am and all freight collected by 2.00pm.



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### Exhibition Details

The WIOA exhibition is the largest annual water industry exhibition in regional Victoria. Due to its popularity, we recommend bookings are made quickly to avoid disappointment. There is an open invitation to all persons or companies with an interest in the water industry to attend the exhibition for free as visitors. Extensive advertising of the exhibition will be undertaken in Victoria and especially within the Bendigo region to promote the event.

#### Exhibitor Benefits

- Contact details provided to delegates
- Morning and afternoon tea supplied
- Complimentary registration for as many staff as you need to assist at the exhibition (does not include meals)
- Company name listed on the delegate registration form
- Company name listed on the WIOA website and Event Mobile App
- Company name listed on correspondence for future events
- Visitor passes to invite potential interested people to the exhibition

#### Exhibition Sites

Sites vary in price depending on location within the exhibition area.

All sites are supplied only with the following:

- 2.4m high velcro compatible walls and carpeted floor
- Company name on fascia
- 2 x spotlights
- 1 x 4 amp general purpose power outlet
- 1 x satchel containing proceedings

#### Meals and furniture are NOT included in the Exhibition Site Costs

Additional furniture, fittings and power in excess of 1 x 4amp general purpose power outlet can be ordered directly from our exhibition contractor at your own expense. Our contractor will contact each exhibitor with a list of equipment and furniture available and an order form.

Organisations may purchase floor space instead of a shell scheme booth for a custom built exhibition site. The cost of floor space is the same as for a shell scheme booth. Please note that all designs for custom exhibition sites must be approved by WIOA and the venue.

#### Reservation and Allocation of Exhibition Sites

WIOA Corporate Members are provided an email outlining the date and time the exhibition sites will go on sale. Applications will not be accepted if they are submitted prior to the time the sites go on sale.

Complete and return the application form to: [ann@wioa.org.au](mailto:ann@wioa.org.au)

Sites will be allocated in the order in which WIOA receives the completed application forms via email. If the site/s requested have already been allocated, each company will be contacted in turn to make a selection from the sites still available.

WIOA reserves the right to assign or reassign exhibition site/s and to alter the size, shape or position of the site/s and the floor plan of the Exhibition as may be necessary to ensure that the arrangement of the Exhibition is in the best interest of attendees and exhibitors.

Your application will be processed and once assigned a site you will be sent a confirmation, Tax Invoice, and an Exhibitor Information Package.

It is a requirement that all companies reserving a site read the **WIOA EXHIBITION TERMS AND CONDITIONS** and **CANCELLATION POLICY** and sign the declaration on the registration form.

### Social Functions

In order to provide maximum opportunities for interaction between exhibitors and delegates, all meals, including morning and afternoon teas will be served in the exhibition area during the event.

The conduct of the social function program will be dependent on ensuring we are delivering a COVIDsafe event, and may be subject to change.

#### Welcome Reception

All Exhibitors and Delegates are invited to register on the Tuesday afternoon and join in an informal 'Welcome Reception' session comprising beverages and nibbles from 4.45pm to 6.00pm on Tuesday evening.

#### Conference Dinners

There will be two separate dinners included in the Conference program. Wednesday night will be the very popular "**Meet the Exhibitor Dinner**" – an informal affair with minimal presentations, allowing plenty of time to catch up with old acquaintances and meet some new people whilst sharing a meal.

Thursday night will be the "**Conference Awards Dinner**" – a slightly more formal affair with a fully serviced three course dinner. Some WIOA award presentations will be made during the night, and these will be kept as short as possible.

A **pre-dinner drinks and nibbles session** of one hour will be held immediately prior to both dinners. Exhibitor participation in the pre-dinner drink and nibbles sessions is conditional on attendance at the Conference dinner.

### Insurance

All Exhibitors are required to have Public Liability Insurance to a value of not less than Ten Million Australian Dollars (AUS\$10,000,000). A certificate of currency confirming this insurance must be lodged with WIOA prior to the commencement date of the Exhibition. It is recommended that exhibitors consider taking out Property Damage Insurance in respect to the Exhibition Sites and any products or items either in transit or at the event. Exhibitors will be refused entry to the Exhibition Sites until all insurance requirements are satisfied.

### Cancellation & Refunds

Cancellation conditions and refund policy can be found in the WIOA Terms and Conditions and Cancellation Policy for Exhibitors (on page 4) and also on the WIOA website. Due to the high demand for site/s the cancellation refund policy will be strictly enforced. Meal cancellations will only be accepted 7 days prior to the conference date.

### Conditions of Payment

All site fees must be paid in full no later than **Friday 20 January 2023**.

WIOA reserves the right to reallocate sites not paid in full by this date.

#### For Further Information Contact

**Ann Austin**

P 03 5821 6744 E [ann@wioa.org.au](mailto:ann@wioa.org.au)

or **Sherryn Wall**

P 03 5821 6744 M 0419 001 546 E [sherryn@wioa.org.au](mailto:sherryn@wioa.org.au)





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# WIOA Terms and Conditions and Cancellation Policy for Exhibitors

## DEFINITIONS

“**Conference**” means the event including the Exhibition.

“**Organiser**” means the Water Industry Operators Association of Australia (WIOA) ABN: 83 123 468 422.

“**Exhibition Equipment Supplier**” means the companies hired by WIOA to construct the Exhibition Sites and supply furniture and equipment for the conference.

“**Exhibitor**” means the company or person that has submitted an application form and has been allocated an Exhibition Site.

“**Exhibitor Information Pack**” means the manual which describes WIOA's rules and requirements, services and equipment relevant to all exhibitors of Exhibitors. This document is provided to the primary contact person as nominated by the Exhibitors when booking an Exhibition Site.

“**Exhibition Site**” means either a site, booth, or space within the exhibition venue that an Exhibitor has been allocated by WIOA.

“**Venue**” means the facility, and the management of the facility, in which the conference is to be held.

## RESPONSIBILITIES & OBLIGATIONS

1. The Organiser is responsible for the overall running of the Conference, the allocation of Exhibition Sites and invoicing of Exhibitors for their Exhibition Site/s and all meals.
2. The Exhibition Equipment Supplier is responsible for supply and construction of all Exhibition Sites including fascia signage, supply and installation of all power & lighting, supply delivery and invoicing of Exhibition Site furnishings & associated equipment.
3. The Exhibitor is obliged to act in accordance with the rules and requirements as set out in the Exhibitor Information Package and by the Venue. The Exhibitor is responsible for reading and agreeing to the WIOA Terms and Conditions and Cancellation Policy, making payment in full by the due date, and adhere to all Organiser deadlines.

## EXHIBITION SITES

4. Exhibition Sites will be allocated in the order in which the Organiser receives the completed application form via email after the commencement of registration on the advertised registration day. If the Exhibition Sites requested have already been allocated, each company will be contacted in turn to make a selection from the Sites still available. The Organiser will confirm the Exhibition Site/s allocated to each Exhibitor in writing.
5. The Organiser reserves the right to refuse to accept any application. In the event the Organiser exercises this power, the applicant concerned will be notified as promptly as reasonably practicable after receipt of the application.
6. The Organiser reserves the right to assign or reassign Exhibition Sites and to alter the size, shape or position of the Exhibition Sites and the floor plan of the Exhibition as may be necessary to ensure that the arrangement of the Exhibition is in the best interest of Attendees and Exhibitors.
7. Exhibitors shall remain set up until 4.00pm on the Thursday of the Exhibition.
8. No Exhibitor shall sublet or share the whole, or any part of the space, or Exhibition Site/s allotted without consent of the Organiser.

## PAYMENTS

9. The Organiser will issue an invoice for the reserved Exhibition Site/s to the Exhibitor. Payment of the invoiced amount must be paid for in full by **Friday 20 January 2023**.
10. The Organiser reserves the right to re-allocate the Exhibition Site/s if payment is not received by the due date.
11. All payments must be made in Australian Dollars (AUD) and any invoices for companies based overseas must be paid by credit card.

## CANCELLATIONS

12. Exhibitors may cancel their Exhibition Site/s at any time prior to the Exhibition. Cancellations must be made in writing.
13. Cancellations made more than 60 days prior to the Exhibition will receive a full refund less an administration fee of 10% of the cost of the Exhibition Sites.
14. Cancellations made between 30 & 60 days prior to the Exhibition will receive a full refund less an administration fee of 20% of the cost of the Exhibition Sites.
15. Cancellations made within 30 days of the Exhibition being held will receive no refund.
16. Cancellations for meals ordered less than 7 days prior to the Exhibition will receive no refund.

## INSURANCE

17. All Exhibitors are required to have Public Liability Insurance to a value of not less than Ten Million Australian Dollars (AUD\$10,000,000), and a certificate of currency confirming this insurance must be lodged with WIOA prior to the Commencement Date of the Exhibition. It is recommended that Exhibitors consider taking out Property Damage Insurance in respect to the Exhibition Sites and any products or items either in transit or at the event.
18. Exhibitors will be refused entry to the Exhibition until all insurance requirements are satisfied.

## RELEASE & INDEMNITY

19. The Exhibitor hereby indemnifies and releases the Organiser, the Exhibition Equipment Supplier, and the Venue; in respect to any claims, actions, suits, demands, costs and expenses for damage or injury to person or property arising directly or indirectly out of attending and displaying goods at the Exhibition, including the movement of property on site and in transit to and from the Exhibition.
20. Photos and video taken on behalf of the Organiser at the conference are approved for release for future marketing of Organiser events.

## SECURITY

21. The Organiser will arrange security during the course of the event either in conjunction with the Venue or independently.
22. The Organiser relies on the security provided, but beyond this, the Organiser, the Exhibition Equipment Supplier and the Venue Manager, and their employees are not responsible for any damage to or for the loss or destruction of an Exhibition from fire, theft, accidents, or injury resulting from such causes.

## HEALTH & SAFETY

23. All Exhibitors are required to abide by relevant health and safety legislation along with any Organiser requirements to deliver a COVIDSafe event.
24. The Organiser requires a representative from the Exhibitor to be named as a responsible person for the health and safety of the Exhibition Sites.
25. All Exhibitors are required to participate in an Exhibitor Site induction conducted by the Organiser during the bump in.
26. All portable electrical equipment, appliances and leads must be tested & tagged by a fully qualified electrician in accordance with OH&S Regulations and Australian Standard 3760,2001.
27. Equipment manufactured for overseas ratings such as 210V & 60Hz, not meeting the above criteria are strictly not permitted.

## UNAVOIDABLE OCCURRENCES

28. In the event that the Exhibition is cancelled or delayed outside the control of the Organiser, including but not limited to fire, flood, labour disputes, natural disasters, acts of God, epidemic or pandemic, work stoppages, slow downs or disputes, or other similar events then the Exhibitor may be issued a refund after all fixed expenses are paid. The Exhibitor shall not claim for any loss or damage.

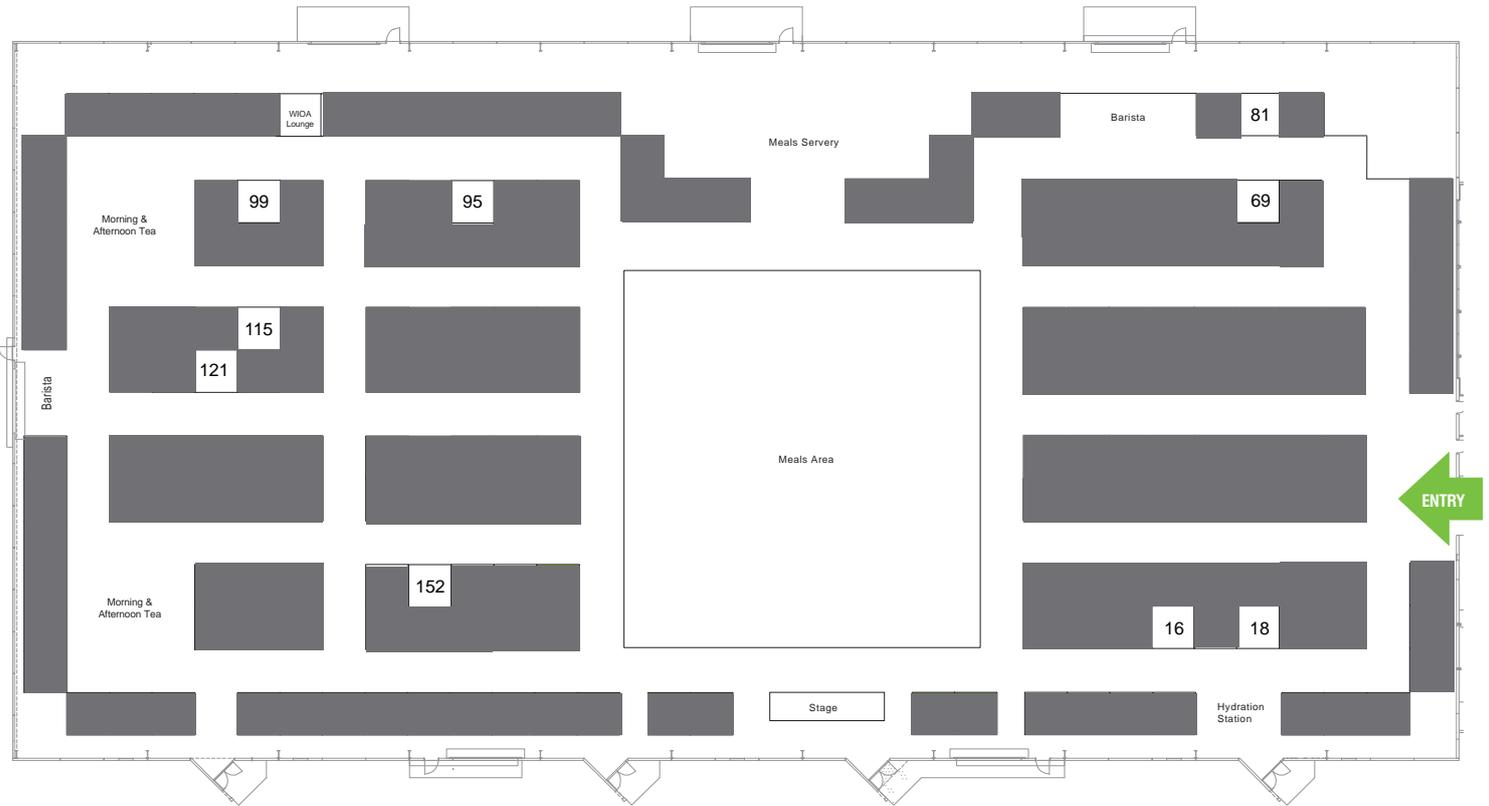


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## 2023 Bendigo - Exhibition Floorplan



**Sites sold**

### Exhibition Site Costs

Site	Member Cost	Non-Member
Standard Site (3x3m)	\$2,400	\$2,700
Premium Standard Site - Surrounding Meals Area (3x3m)	\$2,650	\$2,950

*All prices includes 10% GST.*

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3x3m site with facia



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24 New Dookie Road, Shepparton 3630  
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**2023 Water Industry  
Operations Conference  
& Exhibitions**

**SA**  
**1 & 2 MARCH**  
MURRAY BRIDGE

**VIC**  
**29 & 30 MARCH**  
BENDIGO

**QLD**  
**19 & 20 JULY**  
SUNSHINE COAST

**NSW**  
**1 & 2 NOV**  
CANBERRA