

EVENT CONTRACT

Linux.Conf.Au 2020

Saturday 12th January to Thursday 17th January 2020

IMPORTANT INFORMATION

Once this contract is signed, it will be legally binding.

This contract is made up of a number of documents incorporating certain other conditions and policies including the Standard Conditions of Hire. Further information about these documents is set out in the section titled, "Conditions and Policies" on the following pages. These documents can be accessed through the website address provided.

All amounts are in Australian dollars and are GST inclusive, unless otherwise stated.

Fees may be payable in addition to the amounts set out in this document. For example, if the facility is vacated in an unacceptable state, additional fees may be payable.

www.gccec.com.au

EVENT DETAILS

The State of Queensland ("Owner") is the owner of the Gold Coast Convention and Exhibition Centre and The Star Entertainment QLD Limited, a wholly owned subsidiary of Star Entertainment Group Limited ("Operator") ABN 78 010 741 045, is the manager of the Gold Coast Convention and Exhibition Centre as agent for the Owner.

CLIENT DETAILS

Name:	Linux Australia Inc		ABN:	56 987 117 476	
Address:	GPO Box 4788 Sydney NSW 2001		Postal Address:	GPO Box 4788 Sydney NSW 2001	
Contact:	Joel Addison – QLD Conference Director		Position:	LCA2020 Conference Director	
Phone:	0488 159 592	Fax:	Email:	joel@addison.net.au	

CLIENT'S AGENT DETAILS

Name:			ABN:		
Address:			Postal Address:		
Contact:			Position:		
Phone:		Fax:	Email:		

CONTRACT DETAILS

EVENT: LINUX.CONF.AU 2020					
Brief Description of Event: Conventions/Incentive-National					
Account no.: #18871		Date/s of Event: Sunday 13 th January to Thursday 17 th January 2020		Estimated no. of attendees: 500 Delegates	
HIRE PERIOD: Saturday 12 th January to Thursday 17 th January 2020		INSURANCE REQUIREMENTS: See schedule 2.			
HIRED SPACE: See schedule 1		ROOM FEE (est.):		\$36,472.50	
		FOOD AND BEVERAGE FEE (est.):		\$83,335.00	
		GST Component		\$10,891.59	
FOOD AND BEVERAGE REQUIREMENTS: See schedule 1		TOTAL FEE (est.¹):		\$119,807.50	
OTHER CHARGES: Charges for Audio Visual and other requirements over and above the total fee are due 7 days prior to Saturday 12 th January 2020		First Deposit:		\$5,990.38	Payable by: 11.10.2018
		Second Deposit:		\$11,980.75	Payable by: 11.01.2019
		Third Deposit:		\$41,932.63	Payable by: 15.07.2019
		Final Deposit & All Outstanding:		\$59,903.75	Payable by: 13.12.2019
CONDITIONS AND POLICIES: Unless otherwise provided, all conditions and policies are located on the "downloads" page at www.gccec.com.au . The following conditions and policies apply to the Event Contract:					
<input type="checkbox"/> GCCEC Standard Conditions of Hire			<input type="checkbox"/> Operating Policies and Procedures		
The conditions and policies listed below which are marked in the square also apply to the Event Contract:					
<input type="checkbox"/> Ticketed Event		<input type="checkbox"/> Merchandising		<input type="checkbox"/> Sporting Event/Concert/ Entertainment	
<input checked="" type="checkbox"/> Special Conditions See schedule 3.		<input type="checkbox"/> Exhibition Manual		<input checked="" type="checkbox"/> Organisers Planning Manual	
<input checked="" type="checkbox"/> Events Health and Safety Guidelines		<input checked="" type="checkbox"/> Audio Visual Policy			

¹ Subject to adjustment in accordance with the Standard Conditions of Hire.
Linux.Conf.Au 2020 - Event # 18871
Version 1 Issued: Thursday, 27 September 2018



TIMETABLE

Who must perform action	Action	When action must be completed
Client	Pay first deposit (5% of Total Fee) and return signed contract:	Upon signing contract, this being Thursday 11 th October 2018
Client	Pay second deposit (10% of Total Fee):	12 months before Hire Period, this being Friday 11 th January 2019
Client	Pay third deposit (35% of Total Fee):	6 months before Hire Period, this being Monday 15 th July 2019
Client	Pay final deposit (50% of Total Fee):	30 days before Hire Period, this being Friday 13 th December 2019
Client	<p>Notify Operator of:</p> <ul style="list-style-type: none"> Event details including: <ul style="list-style-type: none"> program and timetable; sound and audio visual equipment arrangements; staging, rigging and lighting equipment required; food and beverage requirements and numbers including vegetarian and other special dietary requirements; any special circumstances (e.g. flammable substances or visiting dignitaries); and any additional services required from the Operator either prior to or during the Event <p>Provide to Operator:</p> <ul style="list-style-type: none"> the following: <ul style="list-style-type: none"> copies of insurance policies; and copies of the signed contractor's policy (if any) for each contractor to be used by the Client. 	<p>30 days before Hire Period this being Friday 13th December 2019</p> <p>30 days before Hire Period this being Friday 13th December 2019</p>
Operator	<p>Provide to Client:</p> <ul style="list-style-type: none"> the following: <ul style="list-style-type: none"> a document setting out the Event details received by the Operator ("Resume"); and an invoice for the final deposit which is equal to the actual cost based on the Resume less the total amount of the deposits paid. 	21 days before Hire Period this being Monday 23 rd December 2019
Client	<p>Provide to Operator:</p> <ul style="list-style-type: none"> the following: <ul style="list-style-type: none"> confirmation of the Event details by signing and returning the Resume to the Operator; and complete Pre Event Health and Safety Checklist 	14 days before Hire Period this being Monday 30 th December 2019
Operator	<p>Provide to Client:</p> <p>invoice of any outstanding amounts payable based on additional services provided by the Operator relating to the Event (eg Event services provided after midnight)</p>	7 days before Hire Period this being Monday 6 th January 2020
Client	<p>Pay outstanding amount of Total Fee:</p> <p>as invoiced by the Operator</p>	14 days after receiving invoice of outstanding amounts owing

The Operator agrees to allow the Client to use, and the Client agrees to use, the Hired Space for the Event during the Hire Period for the Total Fee on the terms of the Event Contract. The Client acknowledges that it has been made aware of, and has had an opportunity to properly review the Standard Conditions of Hire, Operating Policies and Procedures and all other documents which have been marked above as applicable to the Event Contract. By signing this document, the Client agrees that it will be legally bound by the Event Contract.

Consent to share event information.

Sometimes we may share event information with third parties regarding the event organiser, event details including the nature and timing of events at GCCEC. Please read below and tick where you do not wish to participate.

☐ **I do not authorise** the Gold Coast Convention and Exhibition Centre to release the Event details to the Gold Coast Business Events and/or its Executive level members.

☐ **I do not wish** to receive information from Gold Coast suppliers providing support services such as accommodation, pre & post touring options, partner programmes, transfers etc.

If you participate, a representative from Gold Coast Tourism will be in contact shortly to discuss your requirements further. This service is provided on a complimentary basis, is un-biased and obligation free.

☐ **I do not authorise** the Gold Coast Convention and Exhibition Centre to release 'Event Details' to the Media.

☐ **I do not authorise** to have my Event listed on the Gold Coast Convention and Exhibition Centre website and social media platforms.

Operator as agent for the Owner (and for limited purposes in its own capacity*)		Client	
Signature:		Signature:	
Name:	Adrienne Readings	Name:	Joel Addison
Position:	General Manager	Position:	LCA2020 Conference Director
Company:	Gold Coast Convention and Exhibition Centre	Company:	Linux Australia Inc
Witness:		Witness:	
Date:		Date:	

* See clause 1.5 of the Standard Conditions of Hire

SCHEDULE 1

MINIMUM ROOM FEE AND FOOD AND BEVERAGE FEE					
Function Type	Hired Space and Set-up Style	Delegate Numbers	Event Requirements	The Standard Room Charges	Minimum Food and Beverage Charges
Sunday 12th January 2020					
Early Registration	Organisers Office 1* *subject to availability	Continual Flow	-	-	-
Introduction Session	Room 5 Theatre Style	100 Delegates	-	\$1,795.00	-
Monday 13th January 2020					
Organisers Office and Registration	Organisers Office 1	Continual Flow	-	Complimentary	-
Plenary	Arena 1B Auditorium Style	500 Delegates	1,251 auditorium style with wedge maximum capacity	\$7,050.00	-
Breakout Session 1	Arena 1B Auditorium Style	tbc	-	-	-
Breakout Session 2	Room 5 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00	-
Breakout Session 3	Room 6 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00	-
Breakout Session 4	Room 7 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00	-
Breakout Session 5	Room 8 Classroom Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00	-
Morning Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	Waived	\$4,700.00
Afternoon Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	-	\$4,700.00

MINIMUM ROOM FEE AND FOOD AND BEVERAGE FEE					
Function Type	Hired Space and Set-up Style	Delegate Numbers	Event Requirements	The Standard Room Charges	Minimum Food and Beverage Charges
Tuesday 14th January 2020					
Organisers Office and Registration	Organisers Office 1	Continual Flow	-	Complimentary	-
Plenary	Arena 1B Auditorium Style	500 Delegates	1,251 auditorium style with wedge maximum capacity	\$7,050.00	-
Breakout Session 1	Arena 1B Auditorium Style	tbc	-	-	-
Breakout Session 2	Room 5 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00	-
Breakout Session 3	Room 6 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00	-
Breakout Session 4	Room 7 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00	-
Breakout Session 5	Room 8 Classroom Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00	-
Morning Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	Waived	\$4,700.00
Afternoon Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	-	\$4,700.00
Speakers Dinner - Offsite	-	-	-	-	-
Wednesday 15th January 2020					
Organisers Office and Registration	Organisers Office 1	Continual Flow	-	Complimentary	-
Plenary	Arena 1B Auditorium Style	500 Delegates	1,251 auditorium style with wedge maximum capacity	\$7,050.00	-

MINIMUM ROOM FEE AND FOOD AND BEVERAGE FEE				
Function Type	Hired Space and Set-up Style	Delegate Numbers	Event Requirements	The Standard Room Charges
Wednesday 15th January 2020 (continued)				
Breakout Session 1	Arena 1B Auditorium Style	tbc		
Breakout Session 2	Room 5 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Breakout Session 3	Room 6 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Breakout Session 4	Room 7 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Breakout Session 5	Room 8 Classroom Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Morning Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	Waived
Afternoon Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	\$4,700.00
TBC Welcome Reception	Foyers E and F Cocktail Style	300 Guests	300 guests from \$68.00 per person for a 1 hour selection of hot and cold canapes including a 2 hour standard alcoholic beverage package	\$4,700.00
Thursday 16th January 2020				
Organisers Office and Registration	Organisers Office 1	Continual Flow		TBC
Plenary	Arena 1B Auditorium Style	500 Delegates	1,251 auditorium style with wedge maximum capacity	Complimentary
Breakout Session 1	Arena 1B Auditorium Style	tbc		\$7,050.00
Breakout Session 2	Room 5 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00

MINIMUM ROOM FEE AND FOOD AND BEVERAGE FEE				
Function Type	Hired Space and Set-up Style	Delegate Numbers	Event Requirements	The Standard Room Charges
Thursday 16th January 2020 (Continued)				
Breakout Session 3	Room 6 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Breakout Session 4	Room 7 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Breakout Session 5	Room 8 Classroom Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Morning Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	Waived
Afternoon Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	\$4,700.00
Gala Dinner	Arena 2 Banquet Style tables of 10	350 Guests (700 Guests maximum Capacity)	350 guests from \$74.90 per person for a 3 course plated meal and beverages on consumption with a minimum spend of \$10,120.00 based on 350 guests (should the spend not be met, the client must pay the difference). GCCEC would also be happy to offer the alternate drop charge complimentary for the main course.	\$36,335.00
Friday 17th January 2020				
Organisers Office and Registration	Organisers Office 1	Continual Flow	-	Complimentary
Plenary	Arena 1B Auditorium Style	500 Delegates	1,251 auditorium style with wedge maximum capacity	\$7,050.00
Breakout Session 1	Arena 1B Auditorium Style	tbc	-	-
Breakout Session 2	Room 5 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Breakout Session 3	Room 6 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00

MINIMUM ROOM FEE AND FOOD AND BEVERAGE FEE				
Function Type	Hired Space and Set-up Style	Delegate Numbers	Event Requirements	The Standard Room Charges
Friday 17th January 2020 (Continued)				
Breakout Session 4	Room 7 Theatre Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Breakout Session 5	Room 8 Classroom Style	tbc	200 delegates maximum capacity Theatre Style 102 delegates maximum capacity Classroom Style 72 delegates maximum capacity Cabaret Style	\$1,795.00
Morning Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	Waived
Afternoon Tea	Foyers E and F Stand Up	500 Delegates	500 delegates from \$9.40 per person for one sweet selection, including tea and coffee	Waived
GST INCLUSIVE SUB TOTAL				\$72,945.00
50% VENUE HIRE DISCOUNT				\$36,472.50
GST INCLUSIVE TOTAL				\$36,472.50
GST COMPONENT				\$3,978.82
GRAND TOTAL				\$119,807.50

Please note based on the above event schedule and a minimum food and beverage spend of **\$101,960.00**, GCCEC are happy to offer the above **50%** venue hire discount.

Should your catering spend reduce, venue hire discounts may be reviewed. Also please note GCCEC will hold the 50% discount should there be a minimum spend of \$40,000.00 on the concession outlets over the duration of the conference. The concession outlets will be placed within the Foyer Area outside the plenary.

*Please note Organisers Office 1 is subject to availability based on Arena bookings and not guaranteed.

SPECIAL NOTES FOR SCHEDULE ONE:

- Limited complimentary Wi-Fi available for delegates.
- Venue hire costs do not include any Technical or A/V labour or equipment.
- The total labour hours and final cleaning costs are to be confirmed at the conclusion of the event.
- The above allocation of hired space is based on details discussed to date for your Event. Should you require to make amendments to the above programme please contact us at your earliest convenience to ensure that we have adequate space to suit your requirements.
- Please note that GCCEC where necessary may allocate alternative suitable hired space based on your event requirements.
- Should your anticipated catering spend reduce, an increase in venue hire may be applicable. Alternatively, should your anticipated guests numbers change, the allocated space may be reviewed and venue hire costs may change.
- **For budgeting purposes, please note the above food and beverage prices are valid for the period 1 July 2018 to 30 June 2019. Our food and beverage prices have not been set beyond this time. Please allow an increase of up to 5% - 8% per annum. Prices are assessed on 1 July each year.**
- For budgeting purposes, please note the outlined venue hire prices are valid for the period 1 July 2019 to 30 June 2020.
- Please note the above food and beverage prices for your Gala Dinner are based on banquet tables of 10 guests. Should banquet style seating of a different configuration be required a labour surcharge maybe applicable.
- Included in your venue hire:
 - Complimentary tea, coffee and iced water provided each day in your organisers office*
 - Dedicated Event Manager, Assistant Floor Manager and Audio Visual Manager (subject to requirements)
 - Main reception staff (during 8.30am – 5pm Monday – Friday)
 - Personalised electronic signage displayed outside your meeting room(s) and other areas within the centre (where appropriate and subject to limited visual changes)
 - Initial set up of your meeting room(s) in your desired style (i.e. theatre, banquet)
 - 1 x DECT Phone to communicate with your Event and Assistant Floor Managers
 - 1 x lectern and microphone
 - 1 x whiteboard*
 - 1 x stage set to your size requirements*
 - 3 x menu cards per table for the event dinner
 - 1 x dance floor set to your size requirements for the event dinner*
- The Gold Coast Convention and Exhibition Centre (GCCEC) is committed to continually improving its environmental and social sustainability performance. Please refer to the GCCEC Environmental and Social Sustainability Policy found on our website www.gccec.com.au.

**subject to availability*

SCHEDULE 2

POLICIES

The following is required to be supplied in accordance with the 'Timetable of Actions' outlined on page 3 of this event contract;

Public Liability Insurance	Minimum Insured Amount	\$ 20,000,000.00
Pre Event Health and Safety Checklist		

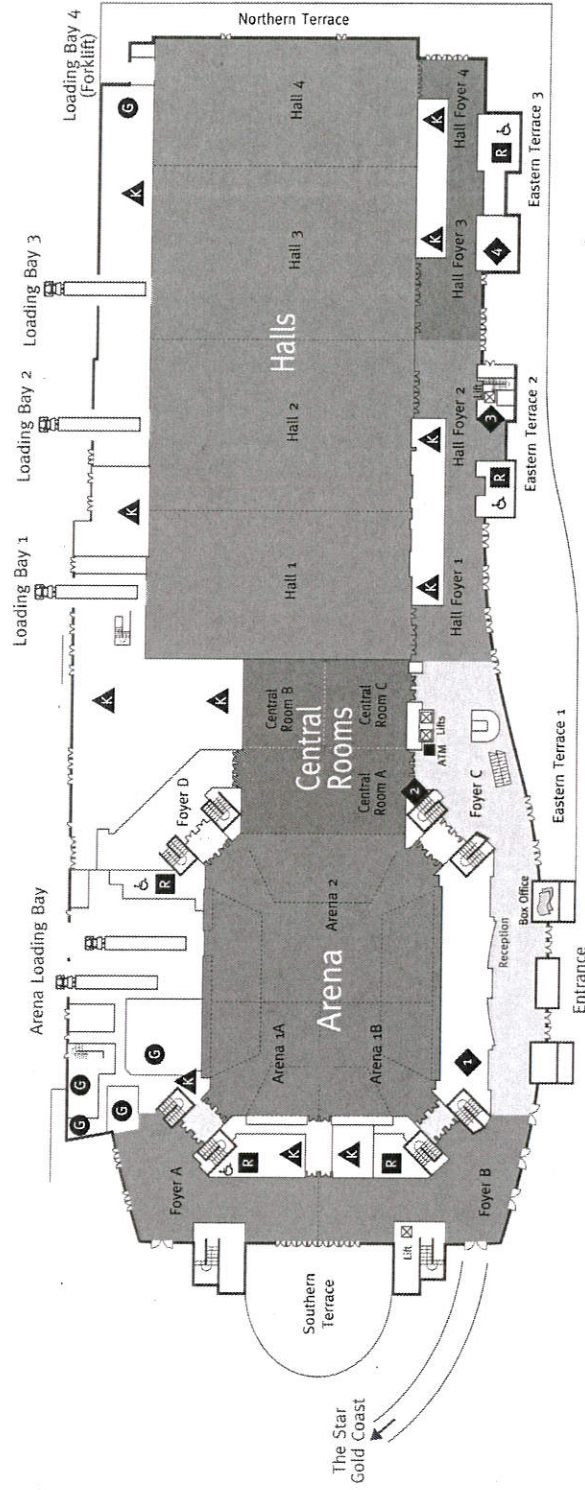
Note: In accordance with clause 9 of the Standard Conditions of Hire, the insurances must note the Owner and Operator (both as agent for the Owner and in its personal capacity) as an insured party.

SCHEDULE 3

SPECIAL CONDITIONS FOR EVENT

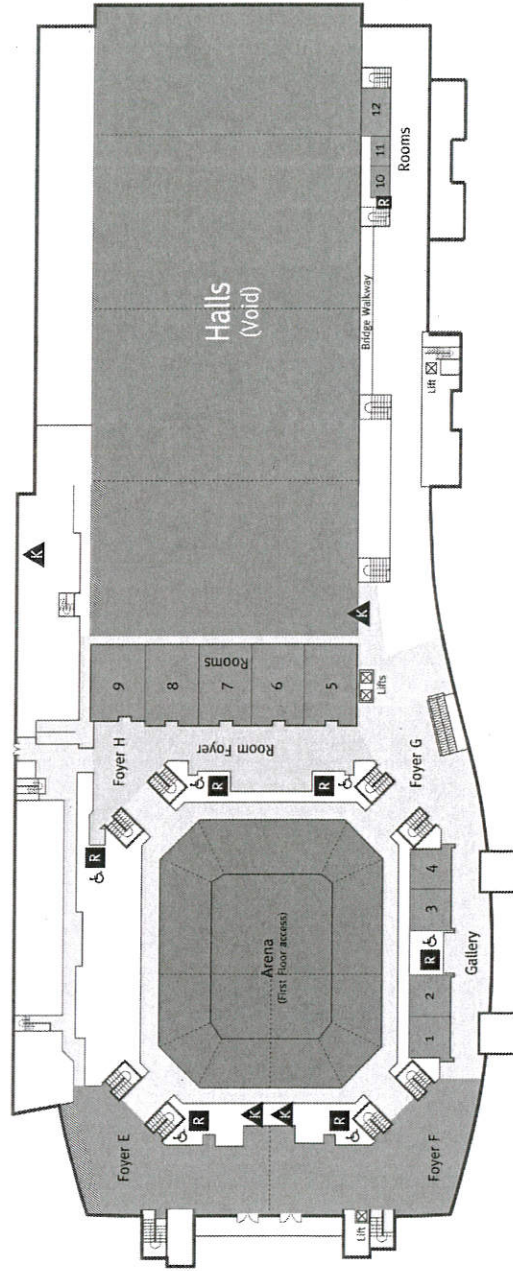
- 1 **Security**
The Gold Coast Convention and Exhibition Centre operating hours are from 6:00am to 10:00pm daily, should you require access outside of these hours charges will apply. Charges will also apply if security is required exclusively for an Event and this will be at the discretion of the Operator.
- 2 **Gold Coast Convention and Exhibition Centre Reception**
The Gold Coast Convention and Exhibition Centre Reception will be manned from 8:30am to 5:00pm Monday to Friday. Should your Event fall outside of these hours and you would like the Gold Coast Convention and Exhibition Centre Reception manned, this can be arranged for an additional labour surcharge.
- 3 **Publicity**
The Client must seek written consent of the Gold Coast Convention and Exhibition Centre prior to distributing any posters, signs or advertising, making any broadcast, film or photograph, or reproducing (photographically, electronically or digitally) or distributing any other written, printed or spoken material that makes reference to or shows at the Gold Coast Convention and Exhibition Centre.
- 4 **Other Charges**
Please refer to the Organisers Planners Manual, Exhibition Manual and Standard Conditions of Hire for further information on additional charges.
- 5 **Mandatory Charges**
Given the nature of your Event it is mandatory that a minimum number of staff are required based on your advice to date. Should your requirements change these minimums will be reviewed. Security guards and ushers are provided at the Client's cost.
- 6 **Classroom / Cabaret Style Set**
Please be advised an additional charge of \$2.50 per person per day is applicable for classroom / cabaret style set i.e. pens, pads, mints and iced water.
- 7 **Car Parking**
The Gold Coast Convention and Exhibition Centre has 1,300 undercover car park spaces. A car parking fee per 24 hours is applicable for all Events. Please note that this is subject to change without notice. Please contact the Operator's 'Event Manager'.
- 8 **Audio Visual and Rigging**
The Gold Coast Convention and Exhibition Centre (GCCEC) provides its own in-house audio visual, and rigging services, providing full audio visual and rigging services inclusive of equipment and operators, to events held at GCCEC. You agree to retain the audio visual and rigging services provided by GCCEC. GCCEC will satisfy your specific requirements and do so at a cost that is fair and reasonable and comparable with current market price for such services. If GCCEC is of the view that it cannot provide audio visual and rigging services to meet your specifications, in whole or in part, then you may retain an alternative supplier to provide the partial or whole services as may be required. GCCEC must approve all external suppliers engaged to provide services on GCCEC property.
- 9 **Health and Safety Vest Requirements**
All exhibitors, contractors, production crew and employees of the client must wear high visibility safety vests or clothing at all times during bump-in and bump-out of all events whilst under construction. Vests may be purchased from the venue or alternatively each person can provide their own.
- 10 **Spruiking – Peddling or Soliciting**
At no time during the event is any staff member, representative or exhibitor of the client permitted to hand out flyers or approach or entice other guests that may be in the venue for other events or business to attend this event.
- 11 **Signage**
Placement of signage or banners with-in the internal foyer space or externally of the Centre must be approved by your Event Manager.

Gold Coast Convention and Exhibition Centre Ground Floor



- Organisers Offices
- Public Restrooms
- Kitchens
- Green Rooms
- Disabled Restrooms

Gold Coast Convention and Exhibition Centre First Floor



- R** Public Restrooms
- A** Kitchens
- G** Green Rooms
- Disabled Restrooms