

Melbourne Design Week

Terms and Conditions for Participation

1. Develop, coordinate and implement the Program(s) during the official Melbourne Design Week dates of 14-24 May within the state of Victoria, Australia;
2. Align the Program(s) with the goals and theme of Melbourne Design Week: *Design the World you Want*;
3. Cover all related hard costs involved for their Program(s) participation, including but not limited to venue hire, insurance, speaker fees and speaker related costs, production and technical staff involved in the Program, multimedia hire, security, cleaning and staffing for all the Program Organiser's program(s);
4. Undertake promotional activity related to the Program(s) and include the supplied NGV and Creative Victoria acknowledgment on all marketing material (print and digital) promoting the Program – **all printed materials must be submitted to the NGV Marketing contact for approval a minimum of 5 days prior to the print deadline;**

Promote the Program(s) as part of Melbourne Design Week 2026;

5. The NGV and Creative Victoria will be acknowledged according to the following credit line:
This event is part of Melbourne Design Week 2026, an initiative of the Victorian Government in collaboration with the NGV.

6. The credit line, in the form provided by the NGV, must appear in all electronic and print materials prepared by the Program Organiser including press releases, invitations, brochures, newsletters, posters, advertising, social media posts and other collateral materials.

7. On social media, the Program Organiser will include the official handles and hashtags #MelbourneDesignWeek, #NGV and @NGVMelbourne where appropriate, in addition to the credit line provided.

8. Provide NGV with permission to use all materials and recordings supplied in relation to the Program(s) for publicity and promotional purposes for an unlimited period;

9. Provide NGV with correct imagery credits and ensure that all imagery is within rights of use;

10. Seek and obtain in writing, required speaker recording permissions related to the Program(s) (including copyright and moral rights); and provide an appropriate Privacy notice to the Program(s) attendees, if attendees will be captured in the Program(s) recordings;

11. Complete a participant survey for official reporting purposes and submit to the NGV;

12. Organisers must submit their final assets by prescribed date and not drastically differ from their proposed EOI within discussion with Melbourne Design Week team or risk removal from the program.

13. For programs held at the NGV, work with the NGV liaison to provide a detailed run sheet and technical specifications to the NGV Events Team at least 2 weeks prior to the Program(s);
14. For events hosted at NGV, comply with all Occupational Health and Safety (OH&S) legislation, including NGV policies and procedures, and relevant Codes of Practice when on NGV premises;
15. The organiser is under no obligation to provide individual feedback to applicants regarding the outcome of their Expression of Interest submission.