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| **2020 Small Business ExposBring Voice To Your Business Apply to Be on The Expos Soap Box** | **A group of people standing in front of a building  Description automatically generated** |

 **1. Please complete this simple Q&A**

|  |
| --- |
| **Why are you interested in being an expo soap box speaker?** |
|  |
| **What are some helpful tips or education you could share with the audience?**  |
|  |
| **What will you be promoting on the expos soap box?**  |
|  |
| **Anything you would like to share to support this application?**  |
|  |

**2. Choose the expo you’d like to apply**

|  |  |
| --- | --- |
| **Brisbane Small Business Expo | Thursday 26th March 2020** |  |
| \_ | Business Soap Box Speaker Exhibitor | $1100 |  |
| \_ | Includes large exhibitor space - 3m x 3m (Limited Numbers) | NOW FULL |  |
|  |  |  |  |
| **Redlands Coast Business Expo | Thursday 16 April 2020** |  |
| **\_** | Business Soap Box Speaker Exhibitor | $1100 |  |
| **\_** | Includes large exhibitor space - 3m x 3m (Limited Numbers) |  |  |
| **Gold Coast Expo | Thursday 15th October 2020** |  |
| **\_** | Business Soap Box Speaker Exhibitor | $1100 |  |
| **\_** | Includes large exhibitor space - 3m x 3m (Limited Numbers) |  |  |
|  |  |  |
| If You Need Public Liability (PL) insurance, 1 day, per expo | $ 50 |  |
| **Your Totals (inc gst)** | **$** |  |

 **3. Complete the following information**Please read carefully and fill in the required fields. Thank you

|  |  |
| --- | --- |
| **Do you need power? YES/NO** Please advise if you large powered equipment.  |  |
| **Business Name**  |  |
| **First / Last Name of Contact Person**  |  |
| **Mobile / Land Line** |  |
| **Email Address** |  |
| **Postal Address**  |  |
| **ABN**  |  |
| **Products/Services promoting at the Expo** | **1.****2.** |

**4. Public liability insurance**
Complete insurance details below, must be provided **1 WEEK PRIOR TO THE EXPO**If you don’t have PLI, no problem, we can put you on our policy for $50.

|  |  |
| --- | --- |
| **Name of insurer** |  |
| **Membership number**  |  |
| **Insurance expiry**  |  |

**5. Marketing Investment**
We process applications Thursday afternoons and Friday morning. We are open to payment plans, however all funds must be received within 6 weeks of the event you are speaking at.
Registration will only be processed once notified off approval as a Soap Box Speaker.

|  |  |
| --- | --- |
| **Date:** |  |
| **Name:**  | **Surname:** |
| **Card No:**  | **Expiry date:** | **CVC:** |
| **Amount Paid** |  |

 **6. Direct bank transfer**
 Please notify us by email when this has been attended to, so we can confirm receipt.

 **Account: Living with IT Pty Ltd (Small Business Expos Trading Account)**

 **Bank: Commonwealth Bank**

 **BSB: 064 474**

 **Account: 1056 3931**

**7. Ready good person agreement**

|  |  |
| --- | --- |
| **Date: / /**  |  |
| **Full Name (type name here)**  |  |

**Good person agreement**

I/We abide by the set-up Terms and Conditions. (see appendix of T&Cs on next page). I/We will respect other exhibitors and guests and if we have any concerns will ask for help promptly and professionally. I/We will take care to stay safe when using stairs and getting in and around the expo for set up, engagement and pull down of our stands. I/We understand that dates and venues may change due to venue availability. I/We understand that it’s up to the expo team to secure our position on the day.

**Cancellations and refunds**

**1. If you need to cancel your speaking spot email** **paulabrand@smallbusinessexpos.com.au**

2. There are no refund is provided as a speaker as we do extensive marketing for you as a speaker.
 You can transfer your table to a charity or another business and advise us of the replacement company – they must have their own insurance.

3. If you are unable to attend on the expo day due to unforeseen circumstances, you MUST

ring Paula 0475 411 793 or email paulabrand@smallbusinessexpos.com.au

to advise at the earliest possible time. No refund will be given.

4. If the organisers need to move the venue or date due to unforeseen circumstances –

we will provide you with ample notice of doing so. If you do not respond that you

cannot make it within 6 weeks prior to the new date, no refund is provided.

By you and your company (if applicable) signing agreement to these terms and conditions

5. Transfers to other Expo events are no allowed

6. If you are unable to attend the Expo, it is your responsibility to on sell the stand.

7 Cash bookings cannot be transferred into Bartercard bookings at a later date.