**2020 Small Business Expos
Manual Application & Booking Form**

**Exhibitor spaces include:**
- 1.8 x metre table, 2 chairs, 2 yellow lunch vouchers (collect at registration desk)
- 2 seat at: The Pre ‘How to Get Results From An Expo Workshop’.
- 3 x metre exhibitor spots can accommodate marquees if you have one – all stands are inside, this is just for better visual marketing if you have a branded marquee with your logos on it.

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| **Brisbane Small Business Expo | Thurs 26th March 2020** |  |
| **Hibiscus Sport Centre, Mount Gravatt, Mt Gravatt**  |  |
| **\_** | Standard Space 1.8m x 1.8m  | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers)  | $595 |  |
|  |  |
| **Redland Coast’s Business Expo | Thurs 16th April 2020** |  |
| **Sheldon College Events Centre, 43 Taylor Road, Sheldon** |  |
| **\_** | Standard Space 1.8m x 1.8m | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
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| **Moreton Bay Region Business Expo | Thurs 9th July 2020** |  |
| **Griffin Community Hall + Building Precinct, 19 Wesley Road, Griffin (in the Griffin State School)** |  |
| **\_** | Standard Space 1.8m x 1.8m | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
|  |  |  |  |
| **Brisbane West Business Expo Sept | (Day TBC) Sept 2020** |  |
| **Brisbane West Venue to be confirmed** |  |
| **\_** | Standard Space 1.8m x 1.8m | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
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| **Gold Coast Business Expo | 15 October 2020** |  |
| **Carrara Indoor Leisure Centre, Carrara**  |  |
| **\_** | Standard Space 1.8m x 1.8m | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
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| **Newcastle Business Expo | (Date TBC) November 2020** |  |
| **Newcastle Region | Venue to be confirmed**  |  |
| **\_** | Standard Space 1.8m x 1.8m | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
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| Don’t have Public Liability (PL) insurance, 1 day, per expo | $ 50 |  |
| **Your Totals (inc gst)** | **$** |  |

 **Exhibitor Registration Details**
 Please read carefully and fill in the required fields. Thank you

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| --- | --- |
| **Do you need power? YES/NO** Please advise if you large powered equipment.  | *\*VERY IMPORTANT FIELD MUST COMPLETE* |
| **Business Name**  |  |
| **First / Last Name of Contact Person on the day and who will receive communications**  |  |
| **Mobile / Land Line** |  |
| **Email Address** |  |
| **Postal Address**  |  |
| **Products/Services promoting at the Expo** | **1.****2.** |

**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**  |  |

**Payment options**

We process applications Thursday afternoons and Friday morning.

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

 **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**

|  |  |
| --- | --- |
| **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 expo booking, email** **paulabrand@smallbusinessexpos.com.au** **in writing no later than one month from the event where a 50% refund will be returned to you.**

2. Within one month of the Expo, no refund is provided. 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.