

TERMS, CONDITIONS AND ELIGIBILITY CRITERIA

This form outlines the terms and conditions and eligibility criteria to be applicable for a Small Business Booth / Community Table at any of the 2022 Expo's run by ImpactInstitute Events (ImpactInstitute Pty Ltd).

Eligibility Criteria:

- Your organisation must be community orientated, a small business, sole trader or start-up that assists people with disability or seniors through services, products, support or advocacy
- Your organisation does not receive any regular funding from any Government or Industry related agencies or profit groups
- You must have less than 5 paid employees (full time equivalents)
- Your organisation must be located in/or service the local region in which the Expo is taking place
- Your organisation can attend and occupy the booth full time between **8:30am-3:00pm** on both **Friday and Saturday**

What a Community Table includes:

- 2x2m space only with 1.8 trestle table, 2 x chairs and a 2m display board with the organisations name
- No power (power can be purchased via ExpoNet at an extra cost)
- a detailed program with booth locations, info and a detailed map making your exhibit easy to find
- a layout that encourages participants to easily move around and visit all booths
- free coffee/tea vouchers

What a Small Business Booth includes:

- 3x1m octanorm booth structure with fascia and standard text sign
- 2x spot lights and fascia with your organisation's name (**logo can be added at additional cost**)
- standard 1.8m trestle table with plain black table cloth and 2 chairs
- power for standard electrical devices (1x power board permitted)
- a detailed program with booth locations, info and a detailed map making your exhibit easy to find
- a layout that encourages participants to easily move around and visit all booths
- free coffee/tea vouchers

Terms & Conditions:

- The booth must be staffed at all times, **preferably** by 2 people on each day of the expo
- The booth may only promote services represented by the approved organisation
- The booth is not to be shared with any other organisation
- The booth or table cannot be cancelled once it has been accepted and payment received. **There are no refunds on Community Tables or Small Business Booths**
- The approved organisation must have Public Liability Insurance & provide a valid certificate of currency that is current during the dates of the Expo
- The general **terms and conditions** of the Expo you attend also apply. General terms and conditions can be found on each of the Expo websites and will be emailed to you with your invoice

To please go to the Impact Institute Online Ordering Platform (booking form located on the Expo website), generate an account and submit a request for Small Business Booth or Community Table. If you have any questions please email events@impactinstitute.com.au or call **02 9025 9380**.

ImpactInstitute

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