



Exhibitor Terms and Conditions

To ensure a successful Expo, the following terms and conditions apply to all exhibitors and stallholders. Any stallholder who does not adhere to these terms and conditions may be asked to leave the event.

Insurance

Exhibitors must have their own public liability insurance. The Environment, Planning and Sustainable Development Directorate and the Woden Southern Cross Club (SCC) shall be indemnified and held harmless in respect of all costs, claims, demands and expenses to which they may be subject as a result of loss, injury, damage arising to any person or equipment during the duration of the exhibition, including set up and dismantle times. Please therefore ensure that your organisation's insurance policy will cover your involvement in this exhibition.

Stalls and displays

Stalls must be contained within the space allocated. Each exhibitor booth consists of lights, a clothed trestle table and chairs. Power can be included in each booth, exhibitors will need to bring surge protected power boards and leads, all electrical equipment brought on site must be tested and tagged within the last 12 months by a licensed contractor.

Giveaways

All giveaways and samples should be of a sustainable or healthy work nature.

Food and Refreshments

Lunch packs will be provided from approximately 12.30pm to each stallholder (max 2 per stall). Light refreshments as well as tea and coffee will be available throughout the day.

Conduct

All stallholders are expected to treat all other stall holders with courtesy and respect. Stallholders are required to be positive and not criticise other organisations.

All stallholders are required to follow written or verbal direction of the event coordinator on the day.

Graphic images

Actsmart reserves the right to take down any branding, advertising or imagery considered inappropriate for this event. This includes graphic images and/or controversial or political messaging.

Photography

Actsmart reserves the right to take photos at the expo and use images for publications and online media such as the Actsmart website, twitter and facebook pages and newsletters.

Occupational Health and Safety (OH&S)

All electrical equipment brought on site must be tested and tagged within the last 12 months by a licensed contractor.

All appropriate OH&S requirements as per the legislation must be met.

Familiarise yourselves with the emergency maps for your own safety and the safety of others.

First aid

First aiders and a first aid kit will be onsite. Please inform staff immediately of any incident or injury occurring.

Set-up and pack-up

The Expo will run from 10am–5pm. All stallholders agree to commit to this period. All stall holders are required to be set up by 9.30am and pack up no earlier than 5pm. Stall holder's access to the venue prior to the event is to yet to be confirmed, information will be given closer to date. Pre-planned access to loading dock can be granted if required for larger items but must be pre-organised with Actsmart.

Exhibitor parking

Parking will be onsite at SCC until full, overflow can park at Woden Westfield directly in front of Southern Cross club at your own cost. SCC and Actsmart do not take responsibility for any loss or damage incurred from leaving your good unsupervised.

Stall staffing

Your stall must be staffed at all times. Organisers accept no responsibility for any loss or damage incurred from leaving your goods unsupervised.

Your stand

OPTION 1

3m x 3m lighted booth which consists of a clothed table and two chairs.

Price - \$460 Inc GST

OPTION 2

3m x 2m lighted booth which consists of a clothed table and two chairs.

Price - \$440 Inc GST

