

TERMS, CONDITIONS AND ELIGIBILITY CRITERIA – SMALL BUSINESS/COMMUNITY BOOTH

The terms, conditions, and eligibility criteria applicable for a Small Business/Community Booth for all Expo's organised by ImpactInstitute Events (ImpactInstitute Pty Ltd) are outlined below:

Eligibility Criteria: Community Booth

- Your organisation **must;**
 - be a registered charity with ACNC status or be registered as a business with **not-for profit** status (business registration certificate must be supplied at the time of booking)
 - have less than 5 employees (full time equivalents). NOTE: this includes all people who work in or directly for your business in delivering its day-to-day activities, whether they are permanent, part-time, or casual, or contractors such as support workers or other third-party professional services.
 - not receive any regular funding from any Government or Industry related agencies or profit groups
 - be located in/or service the local region in which the Expo is taking place.
 - be able to attend and occupy the booth for the entirety of the expo operating hours of **9:00am-3:00pm on both Friday and Saturday**, ensuring your booth is presentable and ready for the expo opening time.

Eligibility Criteria: Small Business Booth

- Your organisation **must;**
 - be an ultra-small business, sole trader or start- up that assists people with disability through the provision of services, products, support or advocacy.
 - have less than 5 employees (full time equivalents). NOTE: this includes all people who work in or directly for your business in delivering its day-to-day activities, whether they are permanent, part-time or casual, or contractors such as support workers or other third-party professional services.
 - not receive any regular funding from any Government or Industry related agencies or profit groups.
 - does not receive any regular funding from any Government or Industry related agencies or profit groups.
 - be located in/or be able to provide products or services to the local region in which the Expo is taking place.
 - be able to attend and occupy the booth for the entirety of the expo operating hours of **9:00am-3:00pm on both Friday and Saturday**, ensuring your booth is presentable and ready for the expo opening time.

What a Small Business/Community Booth includes:

- **Booth:** 3m x1m Octanorm frame exhibitor booth structure within 3x2m space, 2.4m high walls.
- **Fascia:** open aisle expo branded fascia with a maximum of 30 UPPERCASE characters (including spaces) standard text sign. NOTE: If you select 'No Fascia' in the ExpoNet OEK portal you will not receive printed signage. Company logo can be added at an additional cost. This must be organised directly with Exponet. Should you, on the day, decide that a fascia is needed, you will be charged as per ExpoNet's retail price.
- **Lighting:** 2x 120W track-mounted spotlights per 9 square meters, mounted onto the light track inside the fascia.
- **Furniture:** 1x standard 1.8m trestle table with plain black tablecloth and 2x chairs standard chairs.
- **Power:** 1x 4amp power outlet, located in the rear corner of booth unless otherwise specified. 1x power board, tag and tested to Australian Standards permitted for use.
- **Flooring:** Existing venue flooring in place. Option to upgrade at additional cost. This must be organised directly with ExpoNet.

Small Business/Community Booths also receive:

- Exhibitor listing in expo program highlighting booth location and service type coupled with a detailed floor plan map making your exhibit easy to find.
- Listing on the website
- A layout that encourages participants to easily move around and visit all booths.
- A limited number of coffee/tea vouchers provided.

Terms & Conditions:

- The booth must be staffed at all times, **preferably** by 2 people on each day of the expo.
- The occupants of the booth may only promote services represented by the approved organisation allocated the booth.
- All promotional material must only be shared or displayed inside the boundaries of the booth at all times.
- Helium balloons are NOT permitted at any expo organised by ImpactInstitute Pty Ltd.
- The booth is not to be shared with any other organisation.
- Booth will not be allocated until payment is received in full.
- Cancellation policy – no refund or credit if cancelled within 2 months of the expo, credit note (valid until end of the next calendar year) offered if more than 2 months prior to the expo.
- The approved organisation must have a valid Public Liability Insurance Policy to a value of 10 Million & provide a valid Certificate of Currency that is current during the dates of the Expo.
- Exhibitors are permitted to take photographs and videography within their immediate booth space only. Exhibitors are not permitted to interview members of the public, staff, volunteers, other exhibitors or performers outside their booth space without permission of the organiser. Please refer to the general terms and conditions of the Expo below for further information regarding photography/videography - point 3.12
- The **general terms and conditions** of the Expo you attend also apply. General event terms and conditions can be found on each of the Expo websites, the ImpactInstitute website (see Expo pages) and will be emailed to you with your invoice.

Please submit a request for Small Business Booth or Community Table via the [Eligibility Checker Form](#). If you have any questions please email events@impactinstitute.com.au or call **0499 553 394**.