

TERMS, CONDITIONS, AND ELIGIBILITY CRITERIA – MARKET PLACE

The following **Terms, Conditions, and Eligibility Criteria** govern participation in **Market Place** at any Expo organised by **ImpactInstitute Events (ImpactInstitute Pty Ltd)**. By applying for and accepting participation, the organisation agrees to comply with all provisions set forth herein.

1. Eligibility Criteria

To qualify for participation in Market Place, the organisation must:

1. **Business Type**
 - a) Be an ultra **small business** or **community group** (ACNC registered or registered as a not-for-profit business)
2. **Product Requirements**
 - a) Products offered for sale must be **low-cost items** suitable for the Expo (e.g., books, toys, or small accessibility products)
 - b) Each item must be priced at **no more than \$50**.
3. **Attendance Commitment**
 - a) Be available to **attend and occupy the allocated table** for the full duration of Expo operating hours:
9:00 AM – 3:00 PM on both Friday and Saturday.
 - b) Ensure the table is **presentable and ready** by the Expo opening time.

2. Market Place Inclusions

- a) One (1) **1.8m trestle table** with black cloth and two (2) chairs.
- b) **No booth construction, fascia, or lighting** provided.
- c) **Access to power is not guaranteed**; provided only where venue and floor plan permit.
- d) Up to **two (2) pull-up banners** may be placed behind the table, not exceeding the table's width.
- e) **Listing on the Expo website and inclusion in the program guide.**
- f) Layout designed for **easy visitor movement** between booths.
- g) A **limited number of coffee/tea vouchers** provided.

3. Terms and Conditions

3.1 Staffing

- a) The table must be staffed at all times, preferably by **two representatives per day**.

3.2 Display Restriction

- a) All sale items must be displayed **on the table only**.
- b) No products may be placed **in front of the table** or encroach into the aisle thoroughfare.

3.3 Allocation and Payment

- a) Tables will not be allocated until **full payment is received**.
- b) **No prior space allocations**; set-up operates on a **first-come, first-served basis**.

3.4 Permitted Products

- a) Only products **approved by the organiser** may be sold.
- b) All promotional material must remain **within the allocated space** and must not encroach into the aisle thoroughfare.

3.5 Consumable Products

- a) Vendors intending to sell consumables (food, beverages, or items for consumption) must obtain **prior written approval from venue management**.
- b) Additional venue-imposed fees for consumable sales are the **vendor's responsibility**.
- c) Vendors must ensure all consumables are **safe, legally compliant**, and meet **health and safety regulations**, including local laws and licensing.

3.6 One Table per Organisation

- a) The allocated table **must not be shared** with any other organisation.
- b) Only one table can be occupied by one organisation.

3.9 Cancellation Policy

- a) **No refund or credit** for cancellations within **two (2) months** of the Expo.
- b) For cancellations more than **two (2) months prior**, a **credit note** (valid until the end of the next calendar year) will be issued.

3.12 General Terms

- a) All **General Expo Terms and Conditions** also apply. These can be found on:
 - I. Each Expo website
 - II. The ImpactInstitute Events website (Expo pages)
 - III. Included with your invoice
 - IV. Exhibitor Manual

For enquiries, please contact: events@impactinstitute.com.au or call: 0499 553 394