MELBOURNE DISABILITY EXPO

Fri 26th & 27th November 2027
Melbourne Convention & Exhibition Centre

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WELCOME TO THE **MDE**

On behalf of the Melbourne Disability Expo, thank you for registering for a place in our exhibition space! This unique event is designed to help you promote your organisation as well as bringing together other service providers and specialist businesses, with consumers and their families, case-workers, teachers and carers, in a way that ensures your product or service is seen by those who need to know what you offer. **Our aim is to enhance the lives of people with a disability in a positive and encouraging way.** Below, you will find important information regarding your participation as our guest exhibitor.

WHAT YOU NEED TO DO

- ☐ **Pay** invoice by due date and read terms and conditions *(A booth cannot be allocated until full payment is received)*
- ☐ **Supply** your public liability certificate *(only supply a current certificate that will cover the dates of the expo period including the move in day)*
- ☐ **Download** expo collateral -Download here
- ☐ **Promote** your involvement in the Expo. Prepare signage, merchandise, forms while at the Expo.
- ☐ **Log into** ExpoNet event portal and complete required forms *(username and password will be emailed to you at a later date directly from ExpoNet)*

WHAT WE PROVIDE

- ☐ **Booth** An exhibition booth or space at the expo. Inclusions are outlined at **here**
- ☐ **Table** A (1.8m) trestle table with plain table cloth and 2 chairs per single booth *(Sponsors Excluded)*
- ☐ **Electricity** Full power for standard electrical devices *(excluding**market lane tables**)*
- ☐ **Program** A detailed program with booth locations, information and a detailed map
- ☐ **Exposure** A layout that encourages participants to easily move around and visit all booths
- ☐ **Vouchers** Free coffee/tea vouchers

Upgradable booth packages available for booth layouts, creative/artwork, additional furniture, and audio/visual. Additional costs apply. To enquire, please contact ExpoNet on **02 9645 7070** or email **esd@exponet.com.au**

WHAT YOU NEED TO KNOW

Booth Allocations. Booth allocations will commence **no later than 6 months before the date of the expo.** **Click here** to access our booth allocation process.
Move-in/Move Out Time. MIMO form will be open on **13th October 2027.**
No-Smoking. All Melbourne Disability Expo areas are smoke and vapour-free.

Cancellation Policy. All cancellations must be submitted formally via email. In the event that the organisers receive a request for cancellation prior to 2 months before the event date, a credit note will be issued for the full value of the booking. The credit note can be applied to any future booking for an event run by the organiser within the next 12 months. In the event of a cancellation within two months of the nominated event, no credit applies and 100% of the booking fee will be forfeited refund. See **terms and conditions.**
No Refund Date. Any cancellations after 26th September 2027 will forfeit payment.