**2019-2020 Small Business Expos  
Manual Application & Booking Form**

**Exhibitor spaces include:**   
- 1.8 metre table, 2 chairs, 2 yellow lunch vouchers (collect at registration desk)  
- 2 seat at: The Pre ‘How to Get Results From An Expo Workshop’.   
- Larger exhibitor spots can accommodate marques if you have one   
- START UP ALLEY IS FOR BUSINESS LESS THAN 12 MONTHS OLD ONLY

|  |  |  |  |
| --- | --- | --- | --- |
| **Logan and Surrounds Expo | Friday 30th August 2019** | | |  |
| **Mt Warren Park Indoor Sports Centre Mt Warren Park** | |  |  |
| **\_** | Standard Space 1.8m x 1.8m **START UP ALLEY** | $250 |  |
| **\_** | Standard Space 1.8m x 1.8m | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
|  |  |  |  |
| **Brisbane West/Springfield Expo | Friday 25th October 2019** | | |  |
| **Lighthouse Events Centre, 65 Woogaroo Street, Forest Lake** | |  |  |
| **\_** | Standard Space 1.8m x 1.8m **START UP ALLEY** | $250 |  |
| **\_** | Standard Space 1.8m x 1.8m | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
|  |  |  |  |
| **Toowoomba Expo | Friday 29th November 2019** | | |  |
| **Clive Berghofer Recreation Centre, Baker Street, USQ** | |  |  |
| \_ | Standard Space 1.8m x 1.8m | $439 |  |
| \_ | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
|  |  |  |  |
| **Brisbane Business Expo | Thursday 26th March 2020** | | |  |
| **Carrara Stadium, Carrara Gold Coast** | |  |  |
| **\_** | Standard Space 1.8m x 1.8m | $439 |  |
| **\_** | Larger Exhibitor Space - 3m x 3m (Limited Numbers) | $595 |  |
|  | |  |  |
| Don’t have Public Liability (PL) insurance, 1 day, per expo | | $ 50 |  |
|  | |  |  |
| **Your Totals (inc gst)** | | **$** |  |

**Exhibitor Registration Details** Please read carefully and fill in the required fields. Thank you

|  |  |
| --- | --- |
| **Do you need power? YES/NO**  Please advise if you large powered equipment. | *\*VERY IMPORTANT FIELD MUST COMPLETE* |
| **Business Name** |  |
| **First / Last Name of Contact Person on the day and who will receive communications** |  |
| **Mobile / Land Line** |  |
| **Email Address** |  |
| **Postal Address** |  |
| **ABN** |  |
| **Products/Services promoting at the Expo** | **1.**  **2.** |

**Public liability insurance**   
Complete insurance details below, must be provided **1 WEEK PRIOR TO THE EXPO**If you don’t have PLI, no problem, we can put you on our policy for $50.

|  |  |
| --- | --- |
| **Name of insurer** |  |
| **Membership number** |  |
| **Insurance expiry** |  |

**Payment options**  
We process applications Thursday afternoons and Friday morning.

|  |  |  |
| --- | --- | --- |
| **Date:** |  | |
| **Name:** | **Surname:** | |
| **Card No:** | **Expiry date:** | **CVC:** |
| **Amount Paid / Deposit Today $** | **$** | |

**Direct bank transfer**  
 Please notify us by email when this has been attended to, so we can confirm receipt.

**Account: Living with IT Pty Ltd (Small Business Expos Trading Account)**

**Bank: Commonwealth Bank**

**BSB: 064 474**

**Account: 1056 3931**

**Good person agreement**   
  
I/We abide by the set-up Terms and Conditions. (see appendix of T&Cs on next page). I/We will respect other exhibitors and guests and if we have any concerns will ask for help promptly and professionally. I/We will take care to stay safe when using stairs and getting in and around the expo for set up, engagement and pull down of our stands. I/We understand that dates and venues may change due to venue availability. I/We understand that it’s up to the expo team to secure our position on the day.

|  |  |  |
| --- | --- | --- |
| **Date: / /** | |  |
| **Full Name  (type name here)** |  |