



HOLISTIC HEALTH EXPO 2018

A Great Southern Showcase of Wellbeing

EXHIBITOR APPLICATION FORM

SATURDAY 8TH DECEMBER 9.30AM – 4.30PM

holistichhealthcareexpo@gmail.com

EVENT APPLICANT INFORMATION

Business Name: _____ ABN: _____

Contact Name: _____ Date: _____

Address: _____

Town _____ State _____ Postcode _____

Phone: _____ Email: _____

Website: _____

Stall Type (please tick): Practitioner Products Food Other

Member of the Holistic Healthcare Network (HHN): Yes No

Products/Services on display or for sale:

Description of Stall and Planned Stall Layout (tables, banners etc):

STALL INFORMATION

INITIAL INTEREST IN THIS EVENT HAS EXCEEDED EXPECTATIONS SO IT IS EXPECTED THAT STALLS WILL FILL QUICKLY.

EARLY BIRD PRIORITY: Applications received prior to 5pm Friday 28th of September will be collated together for stall and talk/demonstration time allocation. Applications lodged after this time will be allocated according to remaining availability.

- Standard stall dimensions:
- 2m wide x 2m deep
 - 3m wide x 2m deep
 - 3m wide x 3m deep
 - 6m wide x 3m deep

Powered stalls are available at an additional cost.

Where a stall space larger than the standard stall space is required, an adjoining stall space can be purchased. All stall items **MUST** be contained within the stall dimensions. Please detail any special requirements with this application.

All stalls are allocated two free entry passes. A door fee may be required for additional persons.

Payment is to be made with your stall application via cheque or direct deposit. This is an application only and does not guarantee a stall. If a stall is not allocated to you, a full refund will be issued to you.

Stall holders must be able to provide copies of Certificate of Currency and copies of any permits and registrations (e.g. food) required for the running of the stall no later than 14 days after being notified of a reserved position. All stall holders must have Public Liability for a minimum amount of \$10 million cover.

A floor plan will be sent with your allocated bay(s) once finalised by the organisers. The organisers will do their best to accommodate your needs and requests – organisers decisions are final.

Stalls are required to be set up on Friday 7th December between 4pm and 7pm.

TALKS/DEMONSTRATIONS INFORMATION

Talk/demonstration timeslots are available. There will be two rooms (the same size and side by side) to accommodate the talks/demonstrations. The morning time slots (20 minute segments) will be in the individual smaller rooms (seating approximately 25 people). For the afternoon time slots (45 minute segments), the two rooms will be joined together to form one large room (seating approximately 60 people). A projector is available for PowerPoint/Video to be included in the presentation. However, presenters will need to provide their own laptop (tagged with a current ticket) with HDMI connection.

I wish to participate in a Talk/Demonstration

Description of Talk/Presentation:

EVENT COST CALCULATION

Description		Stall Cost		QTY	Subtotal
		HHN Member	Non-Member		
Non Powered Stall	2m wide x 2m deep	\$90.00	\$100.00		\$
Non Powered Stall	3m wide x 2m deep	\$135.00	\$150.00		\$
Non Powered Stall	3m wide x 3m deep	\$202.50	\$225.00		\$
Non Powered Stall	6m wide x 3m deep	\$405.00	\$450.00		\$
Outside Food Stall		\$100.00			\$
Inside Food Stall		By Negotiation			\$
Talk/Demonstration	20 minute time slot	\$30.00			\$
Talk/Demonstration	45 minute time slot	\$100.00			\$
Power		\$15.00			\$
TOTAL AMOUNT PAYABLE					\$
Fees and charges are inclusive of administrative and advertising costs and do not attract GST.					

Direct Deposit Details: BSB: 633000 **Account:** 160669677 **Account Name:** Holistic Healthcare Network Inc
 Please reference your business name. **ABN Number:** 60 687 989 598

Electrical appliances to be used (if applicable):

Description of your business:

Additional notes for the event organisers:

By signing below, the applicant is acknowledging that all the information provided is true and correct. The applicant also acknowledges that if the information is found to be untrue, the application will be refused.

I have read and agree to abide by the terms and conditions set out on the following pages for participating in the Holistic Health Expo 2018.

Name of Applicant: _____

Business Name: _____

Signature: _____ **Date:** _____

THE HOLISTIC HEALTHCARE NETWORK

The Holistic Healthcare Network Inc are a dedicated group of healthcare practitioners offering a diverse range of disciplines from Integrative Medicine GP's and Traditional Chinese Medicine Practitioners to Psychologists and Kinesiologists to name just a few.

The group is working together to offer support for each other, working at ways of enhancing the education of it's members and the community, increasing our understanding of the various modalities available in our community, and seeking to find health solutions together.

The Holistic Health Expo 2018 is being organised by the membership as a way for members to showcase their business and also educate the public on varying different areas of health and wellness.

The Holistic Healthcare Network meet on the first Wednesday of each month at 6.30pm at Albany Body & Mind Health on Lockyer Avenue in Albany. The group also facilitate a movie night once every two months. Annual membership fee is \$50.

Members of the Holistic Healthcare Network that participate in the Expo will also receive the following benefits:

- ✓ 10% Discount on stall space.
- ✓ Priority will be given to members seeking inclusion for stalls and talk/demonstration spaces for the event
- ✓ Highlighted in a rotating visual display on the televisions throughout the venue for the duration of the event
- ✓ A 30 second announcement over the PA promoting their business and stall during the event
- ✓ A promotional post on the Facebook page for the event prior to the event date
- ✓ Option to include a donation in a Members Only door prize for patrons of the event
- ✓ Priority will be given to members for inclusion in a program/booklet including vouchers and discounts to promote the event

If you are not currently a member of the Holistic Healthcare Network Inc and would like to join, email holistichealthcarenetwork@gmail.com to request an application form.

TERMS AND CONDITIONS

General Terms and Conditions

- No refunds or credits will be given where a stall holder does not show for the Expo.
- Refunds will only be considered if a stall holder withdraws prior to 6 weeks before the Expo.
- Public liability at a value of \$10 million is a minimum requirement.
- A secured stall does not guarantee a stall space in future events.
- All tables, chairs and equipment needed for the stall are to be provided by the stall holder.
- All furniture and fixtures in contact with the floor are to be protected from damaging the floor. Additional charges will be incurred for any damage incurred to the floor during the event.
- Electrical equipment must be in good working order, suitable for the required use and tagged with a current ticket.
- Stall holders will not reallocate stalls amongst themselves. Careful thought has gone into setup of stalls and allocation of areas and the organisers decisions are final.
- Stall holders (or their employees/volunteers) are not permitted to interfere with another stall or display under any circumstances.

- No smoking is permitted at the Expo.
- Misrepresentation of products to be sold or services being provided may result in the removal of the stall from the Expo. No refund will be given in this situation.

Stall Holder Responsibilities

- Once stall holder has been notified that a stall space has been allocated as 'reserved', it is the responsibility of the stall holder to forward copies of all insurance, permits and registrations required for the running of their stall within 14 days. If documentation has not been received by this time, the stall may be reallocated as organisers may assume that the stall is no longer wanted. No refunds will be given in this case.
- Stall holders are required to set up the day before the Expo on Friday 7th December between 4pm and 7pm to ensure that no stalls are still setting up when the Expo opens.
- The building can be accessed from 9am on the day of the event. Stalls will be ready to trade 15min before the Expo is deemed open at 9.30am and will remain open until the closing time of the Expo at 4.30pm.
- It is the responsibility of the stall holder to ensure that; they have sufficient change, all devices that require charging are charged sufficiently, sufficient stock, stock is not faulty and of a high standard of quality, all products and displays must be kept within the allocated stall space, stall will be kept tidy and any rubbish will be placed in bins supplied.
- Setting up of the stall equipment is the responsibility of the stall holder. Damage to equipment that has occurred during setting up or during the Expo, which is out of the control of the organisers, is the sole responsibility of the stall holder.
- Outdoor food vendors will have to provide their own power.
- It is suggested that the presentation of the stall space is to be made inviting and professional to patrons. Decorations are to be confined to the allocated stall space.
- Loud speakers will only be allowed with prior consent from the organisers at a volume suitable to the immediate area.
- The stall holder is responsible for any employees/assistants that work in connection to the stall.
- No stall holder will use a naked flame or ember of any type (this includes, but is not limited to; candles, smudge sticks, charcoal tablets, incense) as this is a fire, burning and/or smoke risk.
- Any losses suffered by the stall holder are not the responsibility of the organisers and remain the sole responsibility of the stall holder. Any losses suffered through power outages or other circumstances out of the control of the organisers will be the responsibility of the stall holder.
- Packing up of the stall and ensuring that the site occupied is left in the manner in which it was found. Packing up is not to commence prior to the Expo closing time of 4.30pm and is to be completed by no later than 6pm on the day of the Expo.
- Vehicles will be moved away from entrances/exits when unloading and loading of vehicles is complete to allow for others to have access.

Please email completed applications to holistichealthcareexpo@gmail.com or mail to

Holistic Health Expo 2018

PO Box 5388
ALBANY WA 6332