



HOLISTIC HEALTH EXPO 2019

A Great Southern Showcase of Wellbeing

EXHIBITOR APPLICATION FORM

SATURDAY 12TH OCTOBER 9.30AM – 4.30PM
holistichealthcareexpo@gmail.com

EVENT APPLICANT INFORMATION

Business Name: _____ ABN: _____

Contact Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Website: _____

2nd stallholder if applicable (if there are more than two, provide details as an attachment)

Business Name: _____ ABN: _____

Contact Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Website: _____

Stall Type (please tick): Practitioner Products Other

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

Products/Services on display or for sale:

Full description of Stall and Planned Stall Layout, including electrical appliances, tables, banners etc:

Description of your business:

STALL INFORMATION

EARLY BIRD PRIORITY: Applications received prior to 5pm 31st of July will be collated together for stall and talk/demonstration time allocation. Applications lodged after this date will be allocated to remaining availability. Additional administration fee of \$25 will apply to applications after this date.

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

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/registrations (e.g. food/alcohol) required for the running of the stall no later than 21 days after being notified of a reserved position. All stall holders must have Public Liability for a minimum amount of \$10 million cover.

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

Stalls are required to be set up on Friday 11th October 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 30 people). For the afternoon time slots (45 minute segments), the two rooms will be joined together to form one large room (seating approximately 100 people).

A projector is available for PowerPoint/Video to be included in the presentation. Provide own USB.

I wish to participate in a Talk/Demonstration

Description of Talk/Presentation:

EVENT COST CALCULATION

Description		Stall Cost		QTY	Subtotal
		HHN Member	Non-member		
Stall size	2m wide x 2m deep	\$90	\$110		\$
Stall size	3m wide x 2m deep	\$135	\$160		\$
Stall size	3m wide x 3m deep	\$205	\$235		\$
Power		\$15	\$15		\$
Inside Food Stall		\$80	\$100		\$
Talk/Demo	20 min time slot	\$40	\$60		\$
Talk/Demo	45 min time slot	\$120	\$150		\$
Media display on day		Inc	\$25		\$
Facebook profile		Inc	\$50		\$
30 sec promo on day		Inc	\$10		\$
Priority booking		Inc	n/a		\$
Priority for program/booklet		Inc	n/a		\$
Newspaper advertising		inc	n/a		\$
Opt donation to door prize		inc	n/a		\$
Admin fee –post July 31st		25	25		\$
TOTAL AMOUNT PAYABLE (GST inc)					\$

Direct Deposit Details: BSB: 633000 Account: 160669677 Acc Name: Holistic Healthcare Network Inc.
Reference your business name.

THE HOLISTIC HEALTHCARE NETWORK

The Holistic Healthcare Network Inc are a dedicated group of healthcare practitioners offering a diverse range of disciplines. With the aim as a group to bring about a paradigm shift in health care by empowering self management through coaching, education and guidance.

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

Members meet on the first Wednesday of each month at 6.30pm at Albany Body & Mind Health, 95 Lockyer Avenue. Members are able to present and share their modalities; each month a different theme topic is selected for robust, in-depth discussion and knowledge sharing.

The group also facilitates a movie night of a health related film once every three months. Members are selected as panel speakers post these educational movies. To date our audiences have loved this opportunity to learn, share their own experiences and ask questions.

Our website page is coming along nicely, all our members will be able to profile themselves and their businesses on this site. We are currently working on creating a directory of our members.

The Holistic Health Expo 2019 for members to showcase their business and educate the public on varying different areas of health and wellness. Annual membership fee is \$50.

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.
- All tables, chairs and equipment needed for the stall are to be provided by the stall holder.
- The floor is to be protected from your furniture and fixtures, you may be liable if damage occurs.
- Electrical equipment must be in good working order and tagged with a current ticket, as per venue requirements.
- Stall holders will not reallocate stalls amongst themselves. 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. No refunds will be given in this case.
- Stall holders are required to set up the day before the Expo on Friday the 11th of October 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.
- 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 and packing 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, is the sole responsibility of the stall holder.
- The presentation of the stall space is to be made inviting and professional to patrons.
- 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 (including power outages).
- Vehicles are to be moved away from entrances/exits when unloading and loading of vehicles is complete to allow for others to have access.

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 Healthcare Network Expo 2018.

Name of Applicant: _____

Business Name: _____

Signature: _____ **Date:** _____

Please email completed applications to **holistichealthcareexpo@gmail.com** or mail to Holistic Healthcare Network c/o 95 Lockyer Ave, Centennial Park. 6330