



# HOLISTIC HEALTH EXPO 2023

A Great Southern Showcase of Wellbeing

**EXHIBITOR APPLICATION FORM**  
**SATURDAY 28<sup>TH</sup> OCTOBER 9.30AM – 3.00PM**  
holistichealthcarenetwork@gmail.com

## EVENT APPLICANT INFORMATION

**Business Name:** \_\_\_\_\_ **ABN:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

IF you are sharing your stall, please provide details.

**Stall Type** (please tick):      Practitioner       Products       Other

**Description of your business**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Products/Services on display or for sale:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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\_\_\_\_\_

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## STALL INFORMATION

**EARLY BIRD PRIORITY:** Applications received prior to:

- 5pm 31<sup>st</sup> of May will receive a 20% discount
- 5pm 31<sup>st</sup> of July will receive a 10% discount.

**Any applications received after 5pm 1<sup>st</sup> of September will incur an additional administration fee of \$25.**

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 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.

A 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 27<sup>th</sup> October between 4pm and 7pm.

## TALKS/DEMONSTRATIONS INFORMATION

Talk/demonstration time slots of 20 minutes are available. There will be two rooms (the same size and side by side) to accommodate the talks/demonstrations. Room capacity is approximately 30 people. It is possible to book more than one session.

A laptop 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:**

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# 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, partitions and other 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 a 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 27<sup>th</sup> 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, stalls 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.

## EVENT COST CALCULATION

Description		Stall Cost	QTY	Subtotal
Stall size	2m wide x 2m deep	\$120		\$
Stall size	3m wide x 2m deep	\$180		\$
Stall size	3m wide x 3m deep	\$250		\$
Talk/Demo	20 min time slot	\$65		\$
Early Bird Discount	10 or 20%			\$
Powered site	No early bird discount	\$15		\$
Admin Fee post Sept 1st		\$25		\$
<b>TOTAL AMOUNT PAYABLE (GST inc)</b>				<b>\$</b>

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

**Additional notes for the event organisers:**

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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 2023.

**Name of Applicant:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email completed applications to [holistichealthcarenetwork@gmail.com](mailto:holistichealthcarenetwork@gmail.com) or mail to Holistic Healthcare Network C/- PO Box 1128, Albany 6331