

# BEGA VALLEY BUSINESS BUILDING SKILLS EXPO 2014

BEGA SHOWGROUND EXHIBITION HALL

16 APRIL 2014 - 10.00 am to 6.00 pm

## REGISTRATION FORM

### FOR STAND HOLDER & WORKSHOP PROVIDERS

#### Stand Holder Registration

Business Name: _____
Contact person: _____
Contact mobile number: _____
Business Phone: _____ Business Fax: _____
Email address: _____
Website address: _____
Postal address: _____

#### Business Type:

Please tick your category

Business Service	Leisure Health & Fitness	Manufacturing
Tourism	Agribusiness	Disability Services
Franchise	Arts	Access Industries
Personal service	Government Services	
Retail	Trade & construction	
Hospitality & Entertainment		
Other _____		

**Stall Details:**

What business name would you like to be printed on the corflute signage at front of your stand? (please ensure that you print your business name clearly, in BLOCK LETTERS, max. 30 characters, including spaces)


Describe your requirements: please provide an overview of how your stall will look, including the types of items you wish to display; proposed layout (all sites are 2m x 2m); signage, displays etc

NB: Banners are able to be located behind your stand.

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Do you require access to power points? Do you require extension cords, microphones & stands, overhead projectors or any other electrical equipment for your presentation? Are you able to provide your own electrical equipment?

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How will exhibiting at the Bega Valley Business Building Skills Expo help your business? What outcomes are you hoping to achieve? (e.g. Brand/product/service awareness, Expansion of business contact or database etc....)

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How will you promote the Bega Valley Business Building Skills Expo to your customers, clients or networks? (e.g. website, social networks such as Facebook or Twitter, flyers and posters, mail outs, on a blog etc....)

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## Exhibitor Information

Thanks for being part of the Bega Valley Business Building Skills EXPO 2014. Outlined below are some guidelines and suggestions on how to make this a great event for your business and the Bega Valley Shire.

## Application to participate

1. The application for participation should be filled out and returned to Rhonda Barter or Ann Fagan at Bega Valley Shire Council, PO Box 492, Bega, NSW, 2550  
Or email: [businessgrowthunit@begavalley.nsw.gov.au](mailto:businessgrowthunit@begavalley.nsw.gov.au)
2. Space is limited. You will need to apply early to ensure your get place.

## Stall Information

1. **Stall size** - 2 metres x 2 metres—everyone is getting the same size. Power is included but we ask that you minimise what you choose to plug in.
2. **Internet** - we are working on having W-Fi internet access available at the venue. This has not been finalised yet and you will be advised if the situation changes.
3. **Location** - your stall location will be provided and you must set up in your allocated spot. There will be stands against the venue walls & in open spaces. Allocations of stall locations will be at the organiser's discretion.
4. **Tables** - 1.8 metre x 2.4 metre trestle tables and paper tablecloths will be provided by Bega Valley Shire Council
5. **Promotional Materials** - On the day the public will need to be engaged and excited by what is going on. To make them remember you we suggest you strongly consider having some promotional give-aways available. These may be whatever you like and can afford. Value adds, discounts, information bags for your products and /or services are welcome. The more professional your stand looks the more people will look at it and remember what it is you are offering.
6. **Advertising & Promoting the event** - The Bega Valley Shire Council will be doing a certain amount of advertising, public relations and other promotional activity. However, we ask you be involved and promote the event as much as possible through your own network of business associates, friends, social media, emails & other advertising channels you may use.

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7. **Photography** - the event will be photographed and possibly videoed for the purposes of public relations, event promotion and other marketing. Your attendance at the event is taken as implied acceptance and approval that you may be photographed. There will be EXPO posters and flyers available for you to display in your business and to distribute to customers, family & friends.
8. **Catering** - Bega Valley Shire Council will be providing morning tea, light luncheon and afternoon tea to participants. Please bring along your own bottled water supply.
9. **Safety and OH&S** - in the event of a fire or other emergency that requires evacuation, leave the venue via your nearest exit and gather at the Showground adjacent to the Exhibition hall
10. **Parking** - Parking is located in the public car park of the showgrounds. Parking will be available to stand-holders for both set up and the EXPO day itself. Please be aware that lots of equipment & possibly goods are expected to be shuttled around the venue and people will be moving about the car park quite a lot. Park with care and leave enough space for other stand-holders.
11. **Bump In - the day before** - If required for large items; Tuesday 15th April 2014 between 2.00 pm to 6.00 pm, ready for a 10.00 am start on Wednesday 16th April 2014. It is advised that anything valuable or otherwise requiring extra security should not be left overnight. The venue will open at 8.00 am on Wednesday for initial and/or final set-up.
12. **Set Up - on the day** - The official opening will happen at 10.00 am and all preparation must be completed prior to this.
13. **Bump Out - on the day and the following day** - at 6.00pm the doors will close to the public and the breakdown and removal of stands may commence from 6.30pm. This should only take a couple of hours. There will be access to the venue from 8.00 am to 10.00 am on Thursday 17th April 2014 - all equipment, rubbish & goods must be removed by this time.
14. The distribution of religious or political material by Bega Valley Business Building Skills Expo stand-holders is not permitted.
15. The sale, display or distribution of inappropriate material, including replications, pictures or printing of naked body parts, obscene or offensive materials is not permitted. Offensive language is not permitted.

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## REQUIRED DOCUMENTATION:

Please attach a copy of your current Public Liability Insurance Certificate of Currency - valid **up to and including** Thursday 17th April 2014 .

## PRIVACY

The personal information requested on this form is collected for the use of Council reference and identification. To ensure confidentiality, the information collected from this form will only be used to provide access to facilities and opportunities. In accordance with our privacy policy we will not provide this information to a third party, institution or authority except where required to by law or other regulation.

## PRINCIPALS INDEMNITY

The applicant agrees to abide by all terms and conditions attached and to indemnify and to keep indemnified the Principal, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from my performance or purported performance of its obligations and directly related to the negligent acts, errors or omission by the applicant and their involvement with the Bega Valley Business Building Skills Expo.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Public Liability Insurance Certificate: Expiry date checked

Yes:  No:

Successful / unsuccessful applicant confirmation letter sent

Yes:  No:

Date

Initial

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## TERMS AND CONDITIONS

1. The Bega Valley Business Building Skills Expo (EXPO) stand-holder sites will be available within the Bega Valley Showground Exhibition hall on Wednesday 16th April 2014 from 10.00am to 6.00pm for the display, promotion of items, products, projects and services.
2. Notification to successful applicants will be made in writing. Unsuccessful applicants will also be notified in writing.
3. All items and services must be well presented and must remain within the boundaries of your site
4. The Bega Valley Business Building Skills Expo stand-holders must at all times comply with all laws, regulations and requirements of local Government and other statutory authorities
5. The EXPO management will not accept any responsibility for the safety of any article or product of any kind brought by the Bega Valley Business Building Skills Expo stand-holder into the Bega Valley Business Building Skills Expo
6. The Bega Valley Business Building Skills Expo stand-holder hereby indemnifies the EXPO and holds the EXPO harmless in respect to all costs, claims, demands and expenses to which the EXPO may in any way be subjected as a result of any loss or injury to any person or company including members of the public, the staff or authorities, the EXPO or stand-holders, employees, servants, agents and invitees howsoever caused as a result of any act, neglect or default by the stand-holder. The Bega Valley Business Building Skills Expo stand holders with staff must have the appropriate Work Cover policies in place
7. The EXPO shall not be responsible for any loss or any nature including monies paid to the EXPO, suffered by any stand-holder from any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of any stall or exhibit or for the setting or removal of any products or exhibits for the failure of any services available to the stand-holder, or for any cancellation or restriction in opening hours at the Bega Valley Business Building Skills Expo as a result of any circumstances not within the direct control of the EXPO
8. The Bega Valley Business Building Skills Expo stall holder may not conduct lotteries, raffles or competitions without the consent of the EXPO management
9. The display, sale or distribution of *counterfeit or illegal* goods is not permitted nor is the display, sale or distribution of religious or political material
10. Any Bega Valley Business Building Skills Expo stand-holder causing any damage to the environment and/or any building surroundings will be fully liable for any costs incurred. Any Bega Valley Business Building Skills Expo stand-holder causing damage or loss to and of any part of the stand signage or infrastructure supplied by the EXPO or any of the EXPOs sponsors, stand frame and/or covering material or to any furnishings and/or electrical equipment provided by the EXPO through the appointed equipment hire company/electrical contractor will be fully liable for any costs incurred for the repair and/or replacement of the damaged and/or lost equipment

### Electrical Supplies

- Power is available to the Bega Valley Business Building Skills Expo stand sites.
- Only tagged and tested appliances and leads are allowed (non tagged and tested leads may be confiscated and returned after the event)
- Readily inflammable materials are not to be used in the decorating of your site or in the construction of same and all fire safety rules must be followed and no toxic waste of fumes should emit from your site

### Vehicles

- There is no direct access to stalls by vehicles.

### Insurance

- It is compulsory for all City of Bega Valley Business Building Skills Expo stand-holders to have their own Public Liability insurance. A copy of your **Certificate of Currency must be provided with your application**. (Not less than \$20 million) Applicants will not be considered if they do not have the required insurance cover