



Expo Rules, Regulations & Conditions of Entry - 2017

EXPO SET UP & STAND BREAK DOWN

Set-up time for the Expo is 8:00am to 9:30am SHARP. If you have not arrived by 9:30am the Organizers reserve the right to re-allocate your stall. If you are unavoidably delayed or cannot make it, phone Maureen Tel: **0411 260 339** so I know what is happening. All Stands must be completely set up at least 20 minutes prior to the Expo opening time of 10am. Stands must operate between 10am and 5pm. If you cannot meet these time structures and times then you are required to advise the Organizers accordingly.

Break down is 5:00pm to 6:00pm. Please Note: There will be no early departure from the Expo.

EXPO FLOOR PLAN / Directory

All Exhibitors Stands will be allocated and tables will be in place on the stands ready for set up from 8am or as you arrive. A Floor Layout Plan will be available at the front desk as you enter the Venue. Each Exhibitors Stand will be identified on the plan. Each Exhibitor can then locate and proceed to their Stand for setting up.

INSURANCE & LIABILITY

Please understand that the Organizers are not responsible for insuring Individual Exhibitors Stands for the day of the Expo. It is a requirement under the conditions of the hall hire that the Organizers are legally obliged to take out Public Liability Insurance for each Expo. This covers the Organizers only for the hall hire. This however does **NOT COVER INDIVIDUAL STALLHOLDERS Stands** hired from the Organizers. The Exhibitors should effect their own Insurance against Property Damage or Theft and Public Liability and the Organizers hereby excludes its Liability in this regard.

The Organizers therefore strongly suggest that each Exhibitor holds a “Certificate of Currency” as cover against Public Liability, Personal Accident and Damage to Goods and Product.

The Organizers will not accept responsibility for Damage, Mishaps, or Injury relating to Material, Appliances or Fittings on hire or loan of equipment or equipment supplied by the hall. All Exhibitors will be responsible for any loss or damage occasioned by occupancy of a Stand and will reinstate such damage or claim to the satisfaction of the Organizers. There are a number of Insurance Companies that can offer this type of cover. However if you do not have the name of an Insurance Company, Individual Exhibitors wishing to obtain cover can do so by ringing R.G.I.B. Insurance Company Tel: 1800 802 958 and ask for a “Certificate of Currency”. Or AMMI also can offer cover. Cost will vary depending on the length of time you wish to insure for. Alternatively you can access their web site www.rgib.com and print off a proposal form.

INDEMNITY (Please read carefully)

When you the Exhibitor complete and sign the Application / Contract Form you the Exhibitor are agreeing NOT to hold responsible the Organizers, Sacred Mist Holistic Healing, and The Psychic & Wellbeing Expo (and Personnel) Indemnified for any claims against demands, injury, damages, action suits, proceedings or costs related or loss of any description that may occur to any property or persons arising directly through the carrying on the business or activity of the applicant/exhibitor to their participation in the Expo.

BOOKING CONFIRMATION

The rental of a Stand is only guaranteed on return of the Contract and Registration Form in accepting the indemnity as stated, together with full payment.

SAFETY

All electrical equipment must be in good order and safe for use. It must meet the requirements of the Electrical Supply Authority and must be installed in a safe manner. Nothing must be placed in or obstructing any walkways. Hawking or Touting for Business will not be permitted. There is to be no smoking of any kind in the hall including incense and smudge sticks unless otherwise approved by the Organizers. This is in line with the rules set out by the Venues.

STAND CANCELLATION

Refunds for previously paid bookings will be given for any Stand cancellation up to one week prior to the date of the Expo. A 10% administration fee will apply for any cancellations and this will be deducted from the refund. The Organizers reserve the right to refuse a refund for any Stand cancellations after this period one week prior to the date of the Expo, unless an agreement has been reached with the Organizers.

EXPO CANCELLATION

There will be no refunds in the event of the cancellation of the Expo, due to weather conditions, industrial action, electrical failure or any other cause. In any of these events, the Expo will be re-scheduled at an alternative & appropriate time.



Psychic & WellBeing Expo

A Mind, Body, Soul Experience

Expo Rules, Regulations & Conditions of Entry - continued

STANDS

An application for a stand at an Expo may be rejected without explanation by the Organizers of the Expo.

Positioning of stands will be entirely at the discretion of the Organizers of the Expo. Requests will be accommodated where possible.

Stands must be neatly presented and tables must be covered by a cloth or covering to the floor.

The site allocated under the Agreement shall be occupied solely by the Stallholder unless by prior written arrangement. Space shall not be shared, allocated or sub-let to any other individuals or Companies without the prior written approval of the Organizers. NB: only ONE reader per Stand

The Exhibitor is not permitted to display on, or promote from their stand the products or services of another or other companies without the prior approval in writing of the Organizers.

Misrepresentation of products and services will not be acceptable.

SIGNAGE

Signage on your Stand must be of a Professional Standard. NO hand written signage is to be used.

Any signs placed on the walls must be fastened with blue tack or Velcro dots. NO sticky tape, pins etc.

GENERAL INFORMATION

No animals are to be brought in by the Exhibitors.

All Exhibitors are to keep their allocated area in a clean and habitable condition.

Exhibitors are responsible for removing any and all rubbish away from Stands after the Expo.

The Organizer's have the right to take photographs or video recordings of the Expo, including those of individual Exhibitors, Stands and Products.

EXHIBITOR APPLICATION FORMS

All site specifications and requirements must be clearly marked on every form. Stands must be presented as described in the application.

The Organizer reserve the right to reject any Exhibitor from their stand which is being misrepresented.

The Organizer reserve the right to close down any stand where the behavior of the Stand holder is in the opinion of the Organizer s unlawful or objectionable to the Public or other Stand Holders and not in the keeping with the purpose and image of the Expo.

VENUE FACILITIES

The Organizer provides the following facilities - Venue, Stand Space, a Chair/ Chairs, Workshop or Lecture Room. A Lunch Room will be available for Light Snacks, Light Lunches. Coffee & Tea will be served throughout the day.

Sacred Mist

General Enquiries Phone: 9500 8220 Mobile: 0411 260 339

Web: www.sacredmist.com.au

Email: mbarrass31@bigpond.com

Email: lesley@sacredmist.com.au