

## Small Business / Community Table – T&C's & Criteria

This form outlines the terms, conditions and criteria to be applicable for a Small Business / Community Table at any of the 2019 or 2020 Disability Expo's run by the Social Impact Institute.

### Eligibility Criteria:

- Your organisation must be community orientated, a small business, sole trader or start-up that assists people with disability through services, products, support or advocacy.
- Your organisation does not receive any regular funding from any Government or Industry related agencies or profit groups.
- You must have less than 5 paid employees.
- Your organisation must be located in the local region in which the Expo is taking place.
- Your organisation can attend and occupy the booth full time between **8:30am-3:00pm** on both **Friday and Saturday**.

### What a community table includes:

- 2x2 space only with 1.8 trestle table, 2 x chairs and a 2m display board with the organisations name
- No power (power can be purchased via ExpoNet)
- a detailed program with booth locations, info and a detailed map making your exhibit easy to find
- a layout that encourages participants to easily move around and visit all booths
- free coffee/tea vouchers

### What a community table includes:

- 3x1m octanorm booth structure with fascia and standard text sign
- 2 x spot lights and fascia with your organisation's name (**logo can be added at additional cost**)
- standard 1.8m trestle table with plain black table cloth and 2 chairs
- power for standard electrical devices (1x power board permitted)
- a detailed program with booth locations, info and a detailed map making your exhibit easy to find
- a layout that encourages participants to easily move around and visit all booths
- free coffee/tea vouchers

### Terms & Conditions:

- The booth must be staffed at all times, **preferably** by 2 people on each day of the expo.
- The booth may only promote services represented by the approved organisation.
- The booth is not to be shared with any other organisations unless prior approval has been sought by the organisers (Social Impact Institute Pty Ltd).
- The booth or table cannot be cancelled once it has been accepted and payment received. **There are no refunds on community tables or small business booths.**
- The approved organisation must have Public Liability Insurance & provide a valid certificate of currency that is current during the dates of the Expo.
- Refer to the general **terms and conditions** of the Expo you have applied for which also apply and can be found on each of the Expo websites or will be emailed to you with your invoice.

To find out **booth costs** & apply please fill out the **community booking request form** on the website.

If you have any questions in regard to these booths, please email [events@socialimpact.institute](mailto:events@socialimpact.institute) or call **02 9025 9317**

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