

Small Business Booth – T&C's & Criteria

This form outlines the terms, conditions and criteria to be applicable for a Small Business Booth or Community Table (*if available*) at any of the 2019 Disability, Senior or combined Senior & Disability Expo's run by the Social Impact Institute.

What the small business booth 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 (**upgrades available**)
- power for standard electrical devices (1x power board permitted) (**upgrades available**)
- 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

Eligibility Criteria:

- Your organisation is either a sole trader, recent start-up, small business with less than 10 employees or a community/volunteer organisation.
- Your organisation must provide either disability, seniors or both across services, products, support or advocacy directly within the region of the Expo.
- 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 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

Eligibility Criteria:

- Your organisation must be community orientated and assist seniors or people with a 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 or service 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**.

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.

Please enquire for **booth costs** for each individual Expo or refer to the booking form.

If you have any questions in regard to these booths, please email expos@socialimpact.institute or call **02 9025 9310**