



Echuca Moama Weddings Expo Exhibitors Pre Event Information

Stubberfield Group Sports & Entertainment Centre – High Street, South Echuca

The following details pertain to the Forthcoming Echuca Moama Wedding Expo on Sunday 22th May, 2016.

Should any questions arise after reading this information, please don't hesitate to contact either of our event coordinators

Hayley Evans – 0428 266 444

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Event Details: (NOTE NEW OPENING TIMES)**

Opening Hours for public: 10am – 3.30pm

Fashion Parade: 1.30pm

Cost: \$15.00 per person, children under 14 free

Social Media:

All exhibitors will be invited to join our Private Echuca Moama Wedding Exhibitor forum on Facebook, so that YOU, our exhibitors can stay up to date with the latest information re: [#EMWE16](#) we encourage discussions, questions and shared inspiration. Please feel free to ask the committee any questions and we will aim to have a response to you directly within 12 hours.

Don't forget to follow us on our social media

Facebook: <https://www.facebook.com/EchucaMoamaWeddingsExpo>

Instagram: ECHUCAMOAMAWEDDINGEXPO #EMWE16

Exhibitor site details:

On arrival all Exhibitors **MUST** proceed immediately to the Exhibitors Information Desk (located in the Foyer of the Stubberfield Stadium). You will be required to sign in and collect your Exhibitor Kit. You will also be required to check in and have all electrical tested and tagged and signed off for use. We will have a volunteer ready to show you where to go to get your electrical items checked and to your booth.

Each kit will contain:

- 2 x entry passes (if any more are required, these will be available to purchase.)
- Site Plan
- Feedback form (to be collected on the day)
- Terms and conditions

During the opening hours of the exhibition on Sunday, any person not displaying exhibitor or patron passes will be asked to leave.

Booth construction will depend on the size of your site booked. All standard partitioning will be black in colour, and will have a 1metre dividing wall between each booth.

Your booth will be provided with (included in your booking fee)

- 1 X 1.8metre trestle table (to be collected if needed)
- 1 X chair (to be collected if needed)
- Electricity

Each booth will have temporary signage up, to identify your booth on set up.

Designing your booth:

When designing your booth, please remember to use as much creativity as possible. We will have over 75 exhibitors on the day, and an attractive display is of benefit for your business as well as the Weddings Expo.

We suggest that you do some research into the design of your booth, ensuring you include the following into your plans

- Design a booth that is creative and visually appealing
- Booth design that relates to your business
- Clear signage of your business name
- Informative handouts
- Making the most of your space & inventive ways to showcase your business

****Keep in mind that we will also looking for the above criteria when judging the Lyn McDonald Memorial Award for Best Presented Stand.**

We strongly suggest that exhibitors bring along

- Clear signage for your business to be placed on the back wall of your booth
- Velcro tape/dots for fastening signage
- Table linen
- Handout information for the bride and groom to take home

The following are not permitted to use in or on your booth

- Nails, pins, staples or any similar fastening
- Paint or glue

Rules to remember:

- As stated in the terms and conditions, please be aware of the exhibitors beside you and behind you so every business is being considered and have equal opportunity to promote their business fairly. **There will be no tolerance of rude or aggressive behaviour or any form of interference of another exhibitor's booth or business. ANY Exhibitors that are found guilty of doing so, will be asked to leave immediately.**
- Only promotional material for the business name and category stated on the booking form may be displayed at or distributed during the event. Checks will be carried out throughout the day to ensure every stand is compliant to this rule.

- There may only be one business exhibited per stand, with the exception of “premium large” stand which may be shared by two businesses.
- It is the Exhibitors responsibility to ensure all Electrical items (including TV’S, DVD Recorders, Lamps, Mobile phone chargers, extension cords etc) are “Tested & Tagged”. Checks will be carried out for each exhibitor, when you arrive for set up, to ensure all is up to standard.
- Exhibitors must bring their own trolley if required for heavy items, for the Bump-In, Bump-Out period. Care must be taken to ensure trolley wheels don’t scratch or mark the floor.
- The Echuca Moama Wedding Expo committee reserves the right to rearrange stands with minimal disruption, within reason.
- Under no circumstances, are promotional flyers, business cards etc to be placed on cars parked in or around the Stubberfield stadium by exhibiting or non-exhibiting businesses. Any items found will be collected and reported to the necessary authorities. We encourage our Exhibitors to notify us, if you are aware of this happening.

Bump- in & Bump- Out Times:

All exhibitors will be able to access the Stubberfield centre on Saturday 21th May, at 12pm – 5pm to set up your booth. Please check our Facebook page for any changes to these times. YOUR BOOTH MUST BE UP AND RUNNING AND READY TO GO AT 9.30AM SHARP ON SUNDAY, WITH EXHIBITOR WELCOME COMMENCING AT 9.45AM AND PATRONS ENTERING AT 10.00AM. All exhibitors cars must be removed from the Stubberfield stadiums main car park by 9.30AM SHARP to allow parking for our patrons.

Wedding Cars/Vehicles can have access to the outside booths from 7AM Sunday 22th May.

All exhibitors must not leave or start packing up their stand til 3.30pm once the expo finishes.

Rubbish:

All exhibitors will receive a garbage bag at the beginning off the day. All exhibitors must do their best to keep all rubbish to a minimum and tidy nature. All rubbish is to be taken will the exhibitor when the Event comes to an end and you are packing down you booth.

Feedback Forms:

As included above, all exhibitors will receive a feedback form in their exhibitors pack at the beginning of the day. These form are of great importance to the Echuca Moama Wedding Expo and the committee, because we are always striving to make our event the best it can be. These forms will be collected after 3pm of the day of the Expo.

We strive each year to make our Expo bigger & better, so if you have any questions or ideas to make our ECHUCA MOAMA WEDDINGEXPO the best it can be, please don’t hesitate to contact us.

Tracy Luscombe
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