

Exhibitor site details:

Please note that the floor plan provided is subject to change; the Expo Organising Committee reserves the right to alter dependent on demand and to suit exhibitor types. For example, if two reception venues are booked adjacent, they will be contacted by a representative of the expo committee to determine if they prefer to relocate. Booth construction consists of a 3 metre back wall and a 1 metre dividing wall and white in colour. Each site will be identified by number and name notice on the floor.

Site sharing / cross promotion:

Please note that the sharing of a sites is not permitted. Cross promotion of business is restricted to the displaying of those business brands / names / images to a standard business card size i.e. 9cm x 5.5cm, and only those of businesses exhibiting at the Expo. Any promotion of non-exhibitors is strictly prohibited.

The Display and/or promotion (either verbally or with printed matter) of any business that is not registered and paid for at the Echuca Moama Weddings Expo is strictly prohibited

Food and beverage:

The Stubberfield Group Sports & Entertainment Centre High Street South, Echuca 3564 has rights for the sale and distribution of food and beverage at the expo. Available from 7am Sunday and is open to exhibitors and the public. We also have the Coffee Addiction onsite. Echuca Moama Wedding Expo has a no food policy with the exception of confectionery & cake that doesn't require refrigeration.

Exhibitor site usage:

The following are not permitted to used on the booth walls:

- nails
- pins
- staples
- similar fasteners

Velcro tape/dots and tape are permitted to fasten objects to the booth walls.

Exhibitors may only promote their business from their designated site unless prior agreement from the organising committee has been arranged. All items which comprise your display must remain within the designated boundary of your allocated site.

Flooring:

Exhibitors will be liable for any damage to the walls and floors of the building in which the exhibit is located. The Expo organising committee and venue managers retain the right to make the judgement of damage done. Any damage incurred to the floor within your designated booth will be charged accordingly.

Security:

As the expo is held at a secure venue, there will not be contract security on site. Exhibitors are asked to be mindful of securing their personal

items at all times, not leave any valuable items unattended, and retain a presence at their stand whilst the Expo is taking place.

Designing your stand:

We urge all exhibitors to set up the best display they can. An attractive display is of benefit for your business as well as the Weddings Expo overall. In designing your stand, please be considerate of the exhibitors beside you. If your stand set up is seen to be obstructing the view of booths around you, the committee reserves the right to ask you to remove obstructing displays.

Load in / set up:

Exhibitor access will be available to Stubberfield Sports Stadium, High Street South, Echuca 3564 on Saturday 27th May from 12.00am to 4.00pm Sunday 28th May from 7.00 am to 10.00 am sharp. Under NO circumstances will exhibitors be allowed to set up after 10.00am on Sunday May 28th.

Load out /dismantle:

Exhibitors must not remove or dismantle equipment prior to the event closure at 3.30pm Sunday May 22nd. All exhibitors must have all materials used in your display offsite by 7 pm. (no access Monday)

Operational times:

The Expo will be open to the public from 10.00am until 3.30pm Sunday May 28th. Fashion parade time is 1.30pm and duration will be 45 minutes.

Exhibitor parking:

Exhibitors can park around the venue however there will be a number of car parks blocked off around the main entry, exhibitors must not use the disabled car parking spaces. Parking on grassed areas is strictly prohibited.

Exhibitor passes/kit:

Kit will contain entry pass, site plan, feedback form, terms and conditions. Please note that only two entry passes per exhibiting stand will be provided. These will be available at the front entrance from Saturday 27th May. Should additional passes be required, these will be need to be purchased. During the open hours of the exhibition on Sunday, any person not displaying exhibitor or patron passes will be asked to leave the venue. Any free pass provided is at the discretion of the Weddings Expo Committee.

Naked flames:

Stands using naked flames (e.g. candles, oil burners, heaters, cooking equipment) must keep a fire extinguisher and/or fire blanket on stand in an area accessible to public. The stand must not be left unattended while the flame is lit. Flames shall be situated so that members of the public cannot come into contact with the flame or any surface likely to burn.

Insurance:

Exhibitors should ensure they have necessary insurance cover for goods exhibited and paraded at the Expo. Please note that the Weddings Expo Committee, their suppliers or the venue will not be held liable for any damage whatsoever. The Weddings Expo Committee will take all reasonable care, but will not accept any responsibility or liability for security, damage or loss that may occur during the event.

Public Liability:

Please note that the Weddings Expo committee is not responsible for Public Liability Insurance of Exhibitors attending the Expo. Liability Insurance of up to \$10,000,000 for any one occurrence, is required to be taken out by the business attending the expo.

Testing & Tagging:

Any electrical equipment including leads and appliances bought in by exhibitors must be tested and tagged. Checks will be carried out throughout the expo to ensure that all is up to standard.

Entertainment:

Should any exhibitors be replaying recorded audio and/or visual material or performing live, the exhibitor is responsible for obtaining the appropriate licenses, including (but not limited to) the Australian Performers' Rights Association (APRA).

Sound amplification at stands will only be permitted where the level of sound causes no annoyance to other exhibitors or visiting public, as determined by the organising committee.

Cancellation policy:

Booking fees are non-refundable and non-transferable.

The Echuca Moama Wedding Expo Committee wish every success on the day and for the future. We would appreciate your feed back on this event. Thank you for your ongoing support.

Tracy Luscombe

Chairperson
Echuca Moama Wedding Expo.



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