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| **EXHIBITOR APPLICATION**  **BPW Women’s Business Expo 2 Nov 2018 Mon Komo Hotel, Redcliffe QLD**  BPWA welcomes your interest to exhibit at the BPW 2018 Women’s Business Expo. Your application will be quickly assessed and successful businesses will receive confirmation by email with your invoice. Your place will be secured by payment of the invoice within 7 days. Places will be allocated on a first come, first served basis. | |
| **Please complete the exhibitor booking details review conditions of participating in the Expo.** | |
| **EXHIBITOR NAME** |  |
| **PRODUCTS and SERVICES DESCRIPTION:**  Food and Drinks Vendors prohibited |  |
| **CONTACT PERSON DETAILS:** | Name:  Mob:  Email: |
| **EXHIBITOR REPRESENTATIVE NAME:**  Please advise name for 1 Exhibitor Pass | Name: |
| **BPW EXPO CONTACT PERSON** | Expo Coordinator: Trish Springsteen  M: 0402 897 968 E: [trish@trischel.com.au](mailto:trish@trischel.com.au) |
| **EXPO PARTICIPATION**  Full details in the brochure | 1. Expo display table $150 +gst  *This option includes option to insert promotional literature in show bag* 2. Videography session $50 +gst 3. Expo show bag insert of literature or product $50 +gst   *Member discounted prices 1) $70 2) $30 3) $20 All +gst* |
| **EXHIBITOR DISPLAY SET UP**  Set up by 15 mins prior to Expo opening time | Bump In 8 – 9.15 am  Bump Out 4.30-5pm  If space is empty by 9.30am, Exhibitors’ rights to space are terminated and fees paid for exhibiting will be forfeited. Area to be cleared by 5pm. |
| **EXHIBITION OPEN TIMES** | 9.30 am – 4.30 pm  Exhibitors must remain in place until 4.30pm Pack up only after 4.30pm |
| **BREAKS** | Display & products left unattended during the Expo are at owners’ risk |
| **EXHIBITOR LOGO & PARAGRAPH** | Hi-Res Logos to [expo@bpw.com.au](mailto:expo@bpw.com.au) by 1st October 2018. Logos will be used for promotional purposes in the lead up and throughout the Expo  Please include up to 75 words on your product / service. |
| **INSURANCE** | Public liability Insurance Certificate $10m must be provided by 12th October 2018. Please email a copy to expo@bpw.com.au |
| **DRESS CODE EXHIBITOR ATTENDEE** | Business attire. |
| **EXHIBITION SPACE**  Places will be allocated at the discretion of BPW to ensure that the best exposure is achieved and the best experience for expo attendees. Exhibitor agrees that the purpose of exhibit space is for the positive promotion of their business product and/or service. Exhibitors may not display or disperse any business information other than that of the exhibitor. Exhibitor may not relocate without written permission of the Expo Coordinator. BPW reserves the right to refuse any potential exhibitor. All decisions pertaining to use and occupancy of space are within the sole discretion of BPW Australia.  Items included at each Womens’ Business Expo exhibitor site:  • 1 x trestle table  • 1 x trestle table cloth (white)  • 1 x chair  Please advise the Expo Coordinator if you require access to a power outlet. Only a small number are available and Exhibitors will be allocated power outlets on a first come, first served basis.  Items **not included** at site: power boards and leads, backing boards or signage (please note this venue does not permit anything to be affixed to the walls)  Please advise if you require any other equipment and this can be arranged and charged to you accordingly.  Exhibitors must ensure all electrical equipment brought into the exhibition must be tested and tagged by an electrician to ensure electrical compliance. | |
| **CATERING** • Not included  *Please be aware that no food or beverage can be brought into the exhibition area to be consumed on the premises by you or your company representatives. There is a café in the Hotel and other venues and nearby.* | |
| **OTHER COMMENTS:** | |
| **Acceptance and Agreement Statement** | |
| **On behalf of the exhibitor, I agree with the terms & conditions set out in this Women’s Business Expo exhibitor form.**  Exhibitor Name:  Contact Person:  Position:  Email:  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2018  Please email to trish@trischel.com.au | |