



EXHIBITORS

INFORMATION GUIDE

(Outdoor exhibition sites)

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Important dates and times

BUMP IN

Bump in will be available on **Wednesday 14 March (3-5pm)** and **Thursday 15 March (7:30am-9:30am)**. Please do not arrive and set up before 3pm on Wednesday 14 March as our exhibition company need full access to the Pavilion to complete their build. All exhibitors must be set up and ready for the Expo opening at 10am on Thursday 15 March. Please note that there will be no vehicle access to the forecourt of the Budawang Pavilion after 5pm on Wednesday, or at all on Thursday 15 March. Exhibitors looking to unload on the day of the Expo will need to park behind the Budawang Pavilion (direct access to the Pavilion is available through a roller door) or park in another car park and walk to the Pavilion.

Please bring your own trolley for transporting your goods.

There is plenty of exhibitor car parking behind the Budawang Pavilion. This can be accessed beyond the Coorong Pavilion. Please note that this is a single lane road and is uneven/gravel in parts so please drive carefully.

There is ample parking in the surrounding areas, including Magpie Park, Wagtail Way and Grandstand Carpark, all of which are within 100m walk of the venue. We ask that exhibitors refrain for parking in front of the Coorong Pavilion and in the designated disability parking in the Budawang Pavilion forecourt on the day of the Expo.

For those looking to ship boxes, deliveries are accepted **only** on Wednesday 14 March. All deliveries must be clearly labelled as follows, with correct reference to the stand name or number:

Attention: Event Operations

Event: Seniors Expo

Budawang Building - *stand name/number*

EPIC– Gate 2

10 Flemington Road

Mitchell ACT 2911

Note: EPIC will not be responsible for the damage or loss of any items delivered onsite.

BUMP OUT

Thursday 15 March from 3pm (sites must be cleared by 5pm). Please ensure you take all of your materials with you, or place them in the bins provided.

Getting there

Exhibition Park in Canberra (EPIC) is located on the corner of the Federal Highway and Flemington Road. The Budawang Pavilion is located to the right when entering Exhibition Park from Flemington Road. **Due to Light Rail construction and turning restrictions on Flemington Road, it is recommended that exhibitors enter Exhibition Park via Stirling Avenue (next to the Caltex service station).**

Parking

There is exhibitor car parking behind the Budawang Pavilion. This can be accessed beyond the Coorong Pavilion. Please note that this is a single lane road and is uneven/gravel in parts. There is ample parking in the surrounding areas, including Magpie Park, Wagtail Way and Grandstand Carpark, all of which are within 100m walk of the venue. We ask that exhibitors refrain from parking in front of the Coorong Pavilion on the day of the Expo. A small area in the Budawang forecourt will be set aside for disability permit holders, please do not park here unless you hold a valid disability parking permit.

Furniture and equipment

Your exhibition booking is for space outside only. If you require furniture/equipment for your stand, an order form is attached. Any orders will be delivered to your site and then collected at the conclusion of the Expo. We strongly recommend you arrange for cover for your site in case of inclement weather. Any covers will need to be sufficiently weighted.

If you require power please contact Catherine Adcock via expo@cotaact.org.au.

Catering

Catering will be supplied by Exhibition Park from 8am and is available throughout the day. COTA ACT will be providing a light lunch for exhibitors in the secretariat room from 12:30pm.

Entertainment

Entertainment will be provided on the stage and includes an official opening and a range of performances. COTA ACT is also facilitating a number of workshops in the Daintree Room. These workshops will cover *preparing for writing a will, financial issues for seniors* and *what options are available to me to stay in my own home?*

Wi-fi and internet access

EPIC is part of the CBRfree wi-fi network (<http://www.cmd.act.gov.au/digital/cbrfree-public-wifi>). CBRfree provides users with access up to 250 megabytes per day over a fast broadband connection. If you require access beyond this it is recommended you organise your own internet access. If you require charging or power for computers or other devices you will need to organise this through our exhibition contactor SBX by submitting a power order form.

2018 Seniors Expo Program

Wednesday 14 March	
3-5pm	BUMP IN
Thursday 15 March	
7:30am-9:30am	BUMP IN
10am	Expo opens
10am – 3pm	Live broadcast by 1053 2CA (live interviews each hour)
10:30am	Entertainment on stage
11am	Workshop 1 (Daintree Room)
11:30am	Entertainment on stage
12pm	Workshop 2 (Daintree Room)
12:30pm	Entertainment on stage
1pm	Official Expo launch (stage) – Minister Ramsay (TBC)
1:30pm	Workshop 3 (Daintree Room)
3pm	Expo close
3-5pm	BUMP OUT

The 2018 Expo program will be printed and available to attendees at the Expo. In addition to the official timeline, we are offering exhibitors the opportunity to promote any promotions/giveaways, services or demonstrations they may be providing at the Expo in the program.

Please let us know by Friday 23 February so we can include it in the program. Please specify any costs, times or booking details (if applicable). This information may also be included in the official ACT Seniors Week program, published in The Chronicle on Tuesday 6 March and online (please note: due to space and advertising deadlines, not all events may appear in the official program). Details can be emailed to expo@cotaact.org.au.

BASIC EXHIBITION SITE 2x2m



Inclusions:

- 1 x Trestle Table 1.8m (L) x 0.75m (W)
- 2 x white terrace chairs
- 1 x table cloth
- **NO POWER IS INCLUDED**

Please fill in the SBX power order form if you require power at your site. This is at your own expense.

BASIC SITE FURNITURE ORDER FORM

Seniors Week Expo 2018



PLEASE RETURN THE COMPLETED FORM BY FRIDAY 23 FEBRUARY

Email: stephanie@sbx.biz or fax 02 6280 6554

Company Name			
Postal Address			
Contact Name		Email	
Phone Number		Fax Number	
Date		Stand Number	

PLEASE MAKE YOUR FURNITURE SELECTION FROM OUR ONLINE CATALOGUE AT www.sbx.biz OR PLACE YOUR ORDER DIRECTLY ONLINE

Code	Item	Colour	Qty	Rate \$inc	TOTAL \$inc
Please note that all prices on our website are GST inclusive and rates are for the duration of the event up to 7 days. (Audio Visual items excepted)			SUBTOTAL		\$
			DAMAGE WAIVER (3% of Subtotal)		\$
			CARTAGE (20% of Subtotal)		\$
			TOTAL AMOUNT PAYABLE (GST inc)		\$

**** ANY ORDERS RECEIVED AFTER THE DUE DATE MAY INCUR A 10% SURCHARGE****

TERMS OF PAYMENT:	Payment is required prior to the exhibition and is accepted as your agreement to the following terms:
CANCELLATION	Orders cancelled after delivery will be charged 50% of the hire rate plus full delivery.
MISSING, INCORRECT or NON WORKING ITEMS	If you have not received your items, have received the wrong item or your items is not working contact SBX onsite staff or the SBX office immediately .
DAMAGE or LOSS	The hirer shall at all times be liable for the loss or damage to the owner's equipment

Tick appropriate box

CHEQUE VISA MASTERCARD ** AMEX and DINERS are not accepted**

DIRECT DEPOSIT – An invoice will be emailed to you with our bank details

Card Holder _____ Expiry Date ____ / ____

Card Number _____ Signature _____

VISA and MASTERCARD payments over \$2000 incur a 2.5% processing fee.

BASIC EXHIBITION SITE POWER ORDER FORM

Seniors Week Expo 2018



PLEASE RETURN THE COMPLETED FORM BY FRIDAY 23 February

Email: stephanie@sbx.biz or fax 02 6280 6554

Company Name			
Postal Address			
Contact Name		Email	
Phone Number		Fax Number	
Date		Stand Number	

If you are unsure of your power requirements please contact the office on 02 6239 1028 for assistance.

Code	Item	Rate \$inc	Qty	TOTAL \$inc
6401	1000W power point (4amp)	\$82.50		
6402	2400W power point (10amp)	\$110.00		
6403	3600W power point (15amp)	\$121.00		
6404	20amp Single Phase power point (for large coffee machines)	\$132.00		
6413	32amp 3 phase power outlet – includes connection (no switchboard)	\$298.00		
6414	32amp 3 phase switchboard – includes connection	\$385.00		
POA	Price on application for all other electrics	\$0.00		
Please note that all prices on our website are GST inclusive and rates are for the duration of the event up to 7 days. (Audio Visual items excepted)	SUBTOTAL			
	DAMAGE WAIVER (3% of Subtotal)			
	TOTAL AMOUNT PAYABLE (GST inc)			

**** ANY ORDERS RECEIVED AFTER THE DUE DATE MAY INCUR A 10% SURCHARGE****

Tick appropriate box

CHEQUE VISA MASTERCARD **** AMEX and DINERS are not accepted****

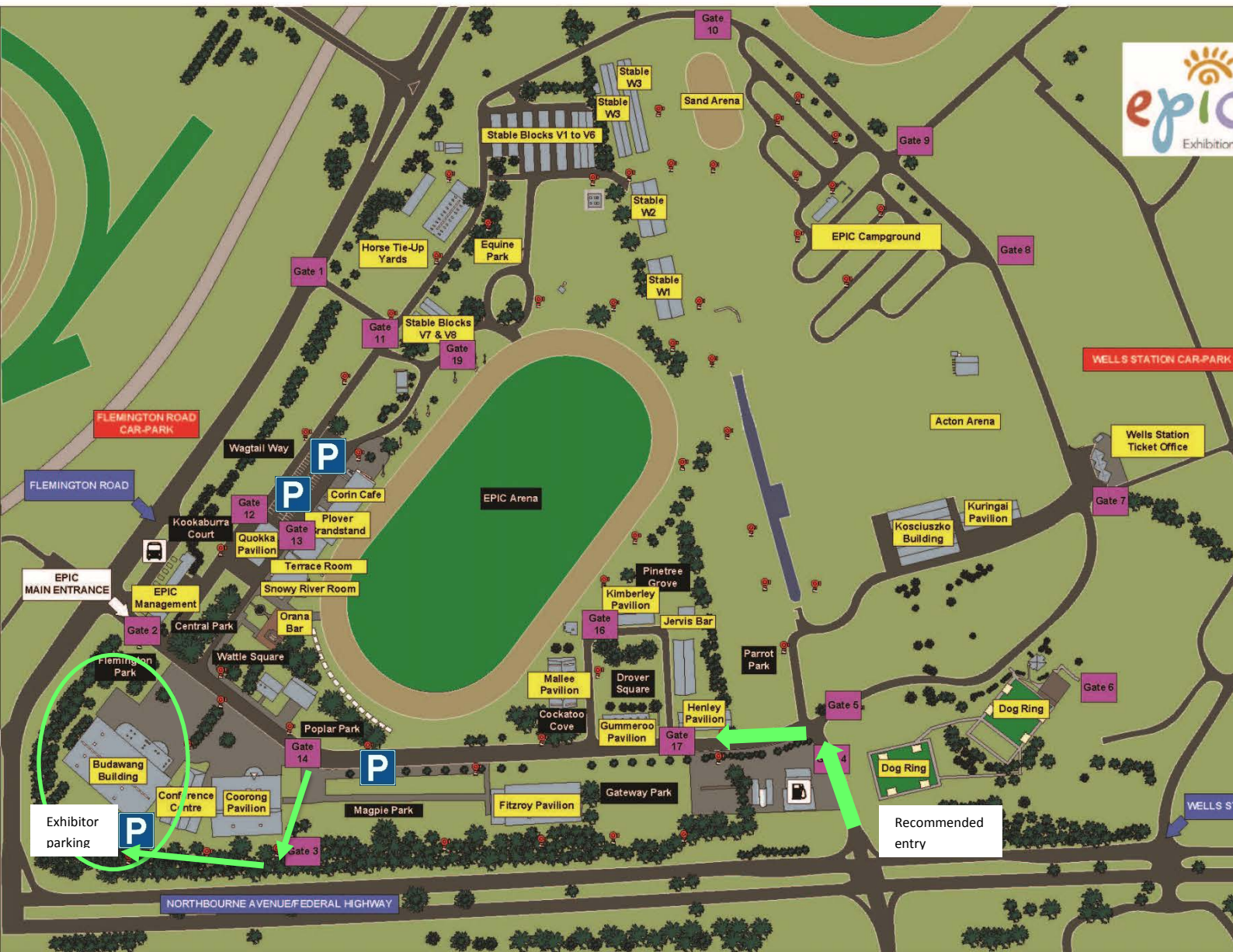
DIRECT DEPOSIT – An invoice will be emailed to you with our bank details

Card Holder _____ Expiry Date ____ / ____

Card Number _____ Signature _____

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Map of EPIC



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SENIORS WEEK PROGRAM

COTA ACT compiles a program of events for Seniors Week. These activities give our senior community the opportunity to participate in a number of new opportunities.

The Seniors Week Program will be printed in The Chronicle, and delivered to almost every household in the ACT.

If you wish to list your events in the 2018 Program, please complete the following form and return it to COTA ACT (events@cotaact.org.au) by Wednesday 21 Feb 2018.

ORGANISATION NAME	<input type="text"/>		
POSTAL ADDRESS	<input type="text"/>		
CONTACT NAME	<input type="text"/>	PH	<input type="text"/>
CONTACT EMAIL	<input type="text"/>		

Event details

EVENT TITLE	<input type="text"/>
BRIEF DESCRIPTION (this will appear in the program, space permitting)	<input type="text"/>
DATE AND TIME	<input type="text"/>
LOCATION	<input type="text"/>
COST	<input type="text"/>
MORE INFO	<input type="text"/>