



Business Registration Form

Membership Company Name: _____

Contact Name: _____ ABN: _____

Business Address: _____

Email: _____ Phone: _____

Attending Staff: _____

Table Exhibit: Includes a covered Trestle Table (1830mm x 760mm) with banner allocation.

Cost: \$330.00 (incl GST)

Please tick box below if required:

Do you require the use of a Loading Dock? (if so, you will be scheduled for loading dock arrival)

Do you need 240v power?

**A single outlet lead will be provided. Bring your own power board and extension if required.*

**All electrical equipment must be test and tagged. Make sure your portable devices are charged.*

Are you planning to offer samples of products (Beverage/Food only)? If so, please explain (must be individually sealed): _____

Terms & Conditions

- Participants will be billed 100% on completion of this registration form.
- Please note: No refunds available on cancellation
- Pre-Payment to be received within 7 days of invoice, via Credit Card Authority form or EFT.
- To participate in the event a prize to the value of \$50.00 must be provided for the prize draw.
- Companies which operate as a chain will be considered on an individual basis only.
- Only one product per stand.
- All Trestle Table Exhibits are permitted to bring 1 pop-up banner and all collateral must fit on the Trestle Table.
- A minimum number of member participation is required for the event to proceed.
- Registration forms must be received before Friday 6th October due to limited venue space and table allocations.

**** Prizes for Best Table Display****

Details of Prize/Giveaway offer: _____



Venue location:

Novotel – Lawson Ballroom at 200 Creek Street, Brisbane.

Attire

No uniform is being provided, suggest suitable corporate attire.

Please provide your own name badges (Name + Company) to distinguish exhibitors from clients.

Please advise (via the registration) who the staff attending will be.

Parking

Secure Parking At Novotel Hotel. \$12 flat rate when you book online via Secure-a-spot (choose PM Parker).

Wifi

Free Wifi is available (wifi may be shared by many exhibitors so consider your download requirements).

Beverages/Catering samples

NB: The venue is licensed and will operate a cash bar. RSA applies to alcohol samples.

Please provide bins for disposables if required.

Event Schedule

3:00pm - 5:00pm: Table Exhibitors arrive for set-up (**MUST** BE COMPLETE BY 5pm)

5.10pm: Pre-event briefing

5.30pm: Expo begins

7:00pm: Brief presentation from VCC and prize draw

7:30pm: Expo concludes

7:35pm Exhibitor bump-out

9:30pm Exhibitor bump-out complete

* If you cannot adhere to these timings, please advise the VCC Committee asap.

Exhibitor checklist

Business cards

1 pull-up free-standing banner (branded with your company logo / images)

Voucher/item for prize draw

Sales tools – display folder, iPad, laptop

Possible Expo special promotion or an idea to gain interest and gather business cards/contacts for follow-up

Any Questions:

Terri Smallbon

Office Manager

VALLEY CHAMBER OF COMMERCE INCORPORATED

T: 3854 0860

E: admin@valleychamber.com.au



CREDIT CARD AUTHORISATION FORM

Date: _____

Company: _____

I, _____, the card holder hereby authorise the use of this credit card.

Credit Card Type: The below listed cards are the only accepted by the Valley Chamber of Commerce

Mastercard

Visa

Credit Card Number: _____

Expiry Date of Card: _____

CVV: _____

Amount to be paid in Words: _____

Amount to be paid in \$: _____

Card Holder (Name as appears on card): _____

Card Holder Signature: _____