



## VCC Business & Networking Expo - Wednesday 15<sup>th</sup> June 2022

### Registration Form

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Attending Staff: \_\_\_\_\_

\_\_\_\_\_

#### Please choose 1 of the two options below:

- 1. Table Exhibit:** Includes a covered Trestle Table (1830mm x 760mm) with banner allocation.   
Cost: \$400.00 (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.*

- 2. Dry Bar Exhibit:** Includes covered round Cocktail Table/Dry Bar (700mm x 1100mm) with banner allocation.   
Cost: \$250 (incl GST)

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
- 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 your trade table.
- Companies which operate as a chain will be considered on an individual basis only.
- Only one product per stand.
- There is no loading dock access for Dry Bar Exhibitors.
- No power is provided for Dry Bars. Please ensure your mobile devices are charged.
- A minimum number of member participation is required for the event to proceed.
- Registration forms must be received before Friday 27<sup>th</sup> May due to limited venue space and table allocations.

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



**Venue location:**

Victoria Park Golf Complex (Marquee), Herston Road, Herston

**Attire**

Suggest suitable corporate attire.

**Parking**

There is parking available at Victoria Park

**Wifi**

TBA

**Beverages/Catering samples**

NB: The venue will operate a cash bar. RSA applies to alcohol samples. Please provide bins for disposables if required.

**Event Schedule**

3:00pm - 4:00pm: Table Exhibitors arrive for set-up (**MUST** BE COMPLETE BY 5pm)

4.30pm: Pre-event briefing

5.00pm: Expo begins

6.00pm: Brief presentation from VCC and prize draw

7:00pm: Expo concludes

7:05pm 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: 0450 525 745

E: admin@valleychamber.com.au



**CREDIT CARD AUTHORISATION FORM**

**\*If you do not wish to provide credit card details, you can request an invoice, alternatively you can provide credit card details over the phone.**

**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:** \_\_\_\_\_