



## **VCC Business & Networking Expo** **Thursday 14<sup>th</sup> March 2024** **5pm – 7pm**

The Valley Chamber of Commerce has a strong track record of bringing both businesses and customers together in a dynamic and collaborative environment, representing both the Brisbane City and Fortitude Valley areas.

The VCC Business & Networking Expo is designed to create Business to Business opportunities with over 250 people expected to attend generating quality business connections.

Located in the stunning Marquee function space at Victoria Park Golf Complex, the Business & Networking Expo is an excellent opportunity for VCC Members to showcase their products and services to local residents and businesses within the community and will help your business generate leads and foster brand awareness.

The Business & Networking Expo will assist you to grow your networks and database with a significant number of engaging representatives and owners from a wide cross section of Brisbane businesses.

### **What to expect at the VCC Business & Networking Expo:**

- Business displays and exhibits
- Great networking and business opportunities
- Roving canape`s
- Cash bar

### **Exhibitor options:**

- 1. Table Exhibit:** Includes a covered Trestle Table (1830mm x 760mm) with banner allocation. Cost: \$400.00 (incl GST)
- 2. Dry Bar Exhibit:** Includes covered round Cocktail Table/Dry Bar (700mm x 1100mm) with banner allocation. Cost: \$250 (incl GST)
- 3. Virtual Exhibit (Unmanned):** For businesses unable to attend, but would still like a presence at the expo. Includes covered round Cocktail Table/Dry Bar (700mm x 1100mm) with banner allocation. Cost: \$150 (incl GST)



## Registration Form

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

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

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

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

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

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

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

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): \_\_\_\_\_

3. **Virtual Exhibit (Unmanned):** For businesses unable to attend, but would still like a presence at the expo. Includes covered round Cocktail Table/Dry Bar (700mm x 1100mm) with banner allocation.   
Cost: \$150 (incl GST)

### Terms & Conditions

- Participants will be billed 100% on completion of this registration form.
- No refunds available on cancellation less than 2 weeks before event.
- Payment to be received within 14 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.
- Only one product per stand.
- 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 Thursday 29<sup>th</sup> February due to limited venue space and table allocations.



**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

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