



I do I do Wedding Expo Booking Form Sunday 20th May 2012

Bendigo Exhibition Centre, Prince of Wales Showgrounds

We have a number of **SITE** options available. To confirm your participation please fill out this **BOOKING FORM**.
 Contact: Melinda Keighran | M: 0439 205 406 | E: idoidoexpo@gmail.com | P: PO BOX 162, Golden Square, Vic 3555

BOOKING DETAILS

Business Name _____ ABN: _____

Contact Name _____

Postal Address _____

Suburb _____ State _____ Post Code _____

Phone _____ mobile _____ fax _____

Email _____ Website _____

Product/Service _____

PACKAGE	SIZE- SHELL SCHEME	INCLUSIONS	TOTAL – NO GST	TICK APPLICABLE
Standard	3 mtrs by 2 mtrs	Facia panel for exhibitors name 1 x trestle table 2.4m and 2 chairs 1 x white table cloth Booth carpeted Listing and link - I do I do Wedding Expo Facebook page 2 passes for site staff	\$585.00	
Double	6 mtrs by 2 mtrs Please Note: Applicable to booth and open plan dependent upon availability of sites	Facia panel for exhibitors name 2 x trestle tables 2.4m and 2 chairs 1 x white table cloth Booth carpeted Listing and link - I do I do Wedding Expo Facebook page 4 passes for site staff	\$990.00	
Open Space	3 mtrs by 2 mtrs	1 x trestle table 2.4m and 2 chairs 1 x White table cloth Carpet flooring Listing and link - I do I do Wedding Expo Facebook page 2 passes for site staff	\$455.00	
Inside Foyer / Food Court	Limited Space	Call for more information and availability	TBA	

I do I do Wedding Expo Booking Form Sunday 20th May 2012

SUPPLIED EQUIPMENT - NO CHARGE COMPULSORY SECTION PLEASE TICK RELEVANT BOX		Required please fill in if yes	NOT Required Please TICK in if NO
1 X Table Linen			
2 x White Plastic Chairs (please state if you require 0,1,2)			
ADDITIONAL EQUIPMENT REQUIRMENTS		Unit price	Number required
Additional Linen		\$16	
Plastic chairs		\$3	
Padded chairs		\$4	
Power to Site (if you require power you must select this as this as this is an additional requirement at the Exhibition Centre)		\$25	
Total Amount			\$

Total Site Cost	\$
Additional requirements	\$
Site cost & additional requirements	\$
Total Amount Due	\$
Less 50% Site deposit	\$
Total Remaining invoiced April	\$

Payment Method

EFT - Banking EFT – **I do I do Wedding Expo - BSB: 633 000 A/C: 131 708 596 Bendigo bank**
 “ Please note all direct deposits must include business name as the reference”.

Money Order Cheque **Postal address:** I do I do Wedding Expo, PO Box 162, Golden Square Vic 3555

Credit Card Visa MasterCard Card number ____/____/____/____ Expiry Date __/ __

Name on card _____ Signature _____

Terms and conditions

- To secure a site at our 2012 a **deposit of 50% is required with our booking confirmation form** with the balance being invoiced in March 2012 and payable within 30 days. Any accounts still outstanding by the due date will forfeit their deposit and site will be offered to exhibitors on our waiting list.
- All stands must be manned and ready to go by 9.30am on the day of the wedding expo; failure to do so may result in the business being excluded from future expos.
- Stands must not be dismantled by the conclusion of the wedding expo at 4pm; failure to do so may result in the business being excluded from future expos.
- I do I do Wedding Expo has the final decision in accepting this booking.
- I do I do Wedding Expo does not guarantee exclusivity of any category or exhibitor
- All stands must me manned throughout the day.
- No preferences for site allocation will be taken into account. Allocation will be at the promoter’s discretion. Sites will be allocated 2-4 weeks prior to the event.
- All exhibitors electrical appliances must be certified and tagged for OH&S purposes
- Exhibitors must observe all fire exits and ensure they remain free from obstruction
- Staples, pins, nails or like fasteners are NOT to be used on floors, walls or any part of the exhibitor shell scheme

Signed: _____ Date: _____

Name: _____ Position: _____

* I have read the above terms and conditions and understand them in full for the 2012 I do I do Wedding Expo

I do I do Wedding Expo



Single booth - \$585



Double Booth - \$ 990



Open Space - \$455



Open Space - \$455

General Information

Date: Sunday 20th May, 2012 10am – 4 pm
Venue: Bendigo Exhibition Centre at the Bendigo Show Grounds, entry Gate 2 Kookaburra Ave.

Exhibitor Information

Bump in: Saturday 19th May 2012, 11am – 6pm
Bump out: Sunday 20th May, 2012 from 4pm. You must not start to pack up prior to this time.
Access to Venue: Entry via Gate 2 Kookaburra Ave, Bendigo. There is access through the front doors and numerous loading docks down stairs.
Catering: Catering will be available on the day.
Exhibitors Passes: 2 passes will be provided to exhibitors and 4 to double site holders for staff.
Floor Plan: A detailed floor plan will be finalized by the 10th May and is subject to change
Fascia Signage: Signage is provided on all booth sites only.
Fixing Methods: Fixing items to the walls can be by the way of hangers, hooks and velcro. These must be provided by each exhibitor.
Conditions: The organizer shall not be liable for damage to any exhibits caused by loss, theft, fire, water or storms or by interference of negligence on any person unless the damage is caused by the organizer. The organizer will carry out general cleaning of aisles and passages, however it is the obligation of the Exhibitor to make sure there site is clean and tidy.
Dream Wedding: I do I do Wedding Expo has organized a dream wedding package to be given away on the day. This prize will be drawn at 3.30pm anyone interested in being involved contact Melinda.
Fashion Parade: The fashion parade will commence at 2pm.

Melinda Keighran | M: 0439 205 406 | E: idoidoexpo@gmail.com | PO BOX 162, Golden Square, Vic 3555

