



# BRISBANE Garden & Plant EXPO

*...a subtropical plant collector's paradise*

## About the Event

The event celebrates the subtropical climate of Brisbane City, suburbs, and surrounding countryside of the Greater Brisbane Area. The Event is well positioned to capitalise on the high population of South East Queensland residents, unit dwellers, small blocks and acreage living. There is public transport (bus and train) nearby but most people will be driving and parking.

The event focuses on a subtropical plant collector's paradise. It is about the experience of gardening and learning from youth through to mature age. As such this Event focuses on practical gardening activities and interests. Key elements are growing edible plants, recycling/reuse/repurpose, enhancing gardening skills and knowledge. We will have specialised workshops at this Event, that are pre-booked to secure participation and attendance.

We started our Plant Expo event in 2012. This means, 2022 will be our 10<sup>th</sup> year anniversary. Join us for the celebration!



## Why should you participate

If you grow unique plants that are not seen in garden centres or hardware stores, then this Event is for you.

If you grow plants and products that are seen in garden centres or hardware stores, then this Event allows you to create a direct relationship with customers.

If you are opening or launching a new garden-related business, this event is for you.

- Brisbane is the capital of Queensland. In the 2016 Census, there were 2,270,800 people in Greater Brisbane (Greater Capital City Statistical Areas). 49.2% were male and 50.8% were female.
- The median age of people was 35 years. Children aged 0-14 years made up 19.6% of the population and people aged 65 years and over made up 13.4% of the population.
- Families made up 591,505 individuals.
- 901,797 individuals owned private dwellings.



SPONSORS FOR 2022 EVENT - Currently in Discussion

Note: Sponsorship packages are available to interested companies on request.

## What Marketing and Promotion will be done to help promote the Event

This Event will be supported by an extensive marketing campaign covering radio, print and web (social media and website listings).

Garden clubs will be engaged in an awareness campaign amongst their members. Flyers will be distributed at various gardening events and locations to South East Queensland residents.

**Bonus:** Exhibitors and Vendors will be listed on the website and featured on the Event's Facebook page.

## Event details

Rocklea Showgrounds, Cnr Ipswich Road & Goburra Street, Rocklea Qld 4106.  
Access via the Service Road

Saturday 12 <sup>th</sup> March 2021	8am – 4pm Opening hours
Sunday 13 <sup>th</sup> March 2021	9am – 2pm Opening hours



## General Event Information

Online ticket purchase single day entry: \$15 per adult / \$10 aged concession (card), children under 15 get free entry.

Two-Day passes are only available to be purchased online. \$25 for 2-days adult / \$15 for 2-days Concession.

Tickets will also be available for purchase at the gate: \$20 per adult / \$15 aged concession (card)

Large groups and buses more than 10 people are provided with a discount entry price.

Parking will be available for a Gold Coin Donation. The car park will be managed by a local not-for-profit organisation and all proceeds are donated back to this group.

The Plant Expo raffle will be managed by a local not-for-profit organisation and all proceeds are donated back to this group.

A dedicated Plant Creche, pick up option for our customers will be managed by a local not-for-profit organisation and all proceeds are donated back to this group.

The Plant Expo Kids Nature Club is all about 'Connecting Children to The Outdoors'. It is an educational, interactive nature experience. They will have unlimited access into the Kids Nature Club and provided with their own Kids Nature Club Passport. This includes take home activities and interesting facts regarding flora and fauna highlighting the experiences of the day.

Two portable ATM machines will be operating during the hours of the event.



## Exhibitor/Vendor Site Options

### Option 1 - Lawn and Oval Outdoor sites

All outdoor and lawn areas include the main oval and lawn area and sites are sold in 3x3 metre lots. Perfect for outdoor plants, landscaping and products that are not affected by sun, wind, water, etc. Bring your own marquee!

### Option 2 - Undercover in the Sharp Pavilion

These sites are on concrete and sold in 3x3 metre lots. Perfect for those exhibitors that require full cover/shade for their products.

### Option 3 - Undercover, enclosed air conditioned Westway Room

These sites are in a large room, air conditioned and sold in 3x3 metre lots. Perfect for those exhibitors that require full cover/shade. These sites are located totally indoors in an air-conditioned room.

### Option 4 - Food and Drink – Oval Outdoor sites

All food and drink vendors sites will be located on the oval and sites are sold per business not per meterage. Power is provided for an additional fee.

#### IMPORTANT NOTE:

*Plant Expo Committee have the right to alter the layout and site positions at the last minute, as necessary, at their discretion or as instructed by the facility owners. Site map may be altered based on necessary requirements for the event and in the best interest of safety for Exhibitors, Vendors, and the Public attending.*

## Site fee costs?

If you were an Exhibitor at the 2020 March Event of the Brisbane Garden & Plant Expo, you can claim 5% off your overall fee cost for the 2022 March Event of Brisbane Garden & Plant Expo.

Multi-Space Exhibitor discounts are available

2022 SPECIAL OFFER: LARGE SIZE STAND DISCOUNTS  
(Prices Include GST)

6 x 6m [4 spaces] 10% discount  
6 x 9m [6 spaces] 15% discount  
9 x 9m [9 spaces] 20% discount  
Note: spaces must be connected stalls in a

Yes, you can also claim the 5% off as a Valued Loyalty Exhibitor 😊

Fees must be paid by 5<sup>th</sup> January 2022 otherwise you may forfeit your booking.

Option 1	Lawn and Oval both outdoors	\$350 including gst
Option 2	Undercover in the Sharp Pavilion	\$400 including gst
Option 3	Undercover, enclosed air conditioned Westway Room	\$430 including gst
Option 4	Oval outdoor (food and drink vendors only)	\$350 including gst (power additional cost)

## NOT FOR PROFIT GROUPS

Not for Profit (NFP) Groups and NFP Organisations can obtain a Free Stand, provided they do not sell any items and must present a copy of their Public Liability Insurance (PLI) 'Certificate of Currency'. They can promote their group, events, and membership. They can sell membership. They can have a 'Free Raffle' (must be approved by Plant Expo management first). All matters raised in this Event Handbook, also apply to NFP Groups and NFP Organisation.

If your NFP Group or Organisation wishes to attend, your site selection must be on the Lawn or Oval area. You will need to organise your own marquee equipment.

If you are a Garden Club or Private Seller that does have Public Liability Insurance, you are eligible to have a stand at this Event.

*Offer for 2022 only.* If your NFP Group or Organisation is wishing to sell items, we can offer you a discount of 25% off. No further discounts apply.

## How to book in for the Event

1. Please read all the information carefully in this document along with the Terms and Conditions Document. Refer to the site map, locations, price list, and have all necessary documents required ready to submit with your application.
2. Complete and submit your online application and requested documents and we will contact you via email or phone within 48 hours.
3. We will then discuss with you your preferred site/s along with a 2<sup>nd</sup> and 3<sup>rd</sup> choice. Please note that we will do our best to accommodate.

4. Once your site/s have been selected, you will need to send a **non-refundable deposit of \$150** (per 3x3 site booked) within one (1) week of your accepted site position/s.
5. Your booking is not fully confirmed, until your full deposit is received.
6. Once the deposit has been received, an invoice will be forwarded to you for the payment outstanding less your deposit. The Invoice is to be paid in full by COB 5<sup>th</sup> January 2022.

## **PAYMENT OPTIONS:**

Ensure that you list what you will be selling as this will be used on social media to help promote your attendance. If selling plants, check your Fire Ant and Myrtle Rust Legislation. Website Links have been provided in this document.

Fill in the Registration Form and submit with deposit payment.  
Cheques to be written out to: PLANT EXPO PTY LTD

### **Posted to:**

Brisbane Garden & Plant Expo  
PO Box 7202  
Mt Crosby Qld 4306

### **Direct Deposit:**

Bank Account Name: Plant Expo Pty Ltd  
Suncorp BSB: 484-799  
Account No: 480104906

If making payment by Direct Deposit, please ensure that you clearly identify your deposit, with your Company Name and notify us ASAP with a record of the transaction to: [ruth@plantexpo.com.au](mailto:ruth@plantexpo.com.au)

## **Important things to remember regarding booking and payment**

All costs are to be paid in accordance with the terms and conditions of the signed Exhibitor or Vendor Registration Form (Agreement). Noncompliance of the agreed payment terms and conditions may result in forfeiting your exhibition space and fees paid.

All Exhibitors and Vendors must pay the required deposit immediately when submitting their Registration Form. Sites are not secured unless full payment is received.

No Exhibitor or Vendor will be permitted to occupy any space at the Event, until all outstanding monies are paid in full by cheque, cash, or direct deposit.

*The Plant Expo Committee reserves the right to refuse an application or evict an Exhibitor or Vendor. Only products that are specified on your Registration Form will be allowed to be displayed and/or sold on your site unless prior written permission has been granted by the Plant Expo Committee. See Registration Form for more details.*

## EXHIBITORS & VENDOR SET UP AND PACK DOWN

### Bump in and set up:

Friday 11 <sup>th</sup> March 2022	12pm – 5pm	Bumping in day prior to event trading day.
Saturday 12 <sup>th</sup> March 2022	6am – 7am	All vehicles must be removed from site by 7.00am. Vendors / Exhibitors must be ready for their first sale at 7.30am. Gates open to the public at 8.00am.
Sunday 13 <sup>th</sup> March 2022	7am – 8am	All vehicles must be removed from site by 8.00am. Vendors / Exhibitors must be ready for their first sale at 8.30am. Gates open to the public at 9.00am

### Pack down and bump out:

Sunday 13 <sup>th</sup> March 2022	2pm – 5pm	No vehicles back on site until after 2.00pm – No exceptions. Any vehicles remaining on site after 5.00pm will be charged a late penalty of \$900.00 + GST - Imposed by the Venue Management, not Plant Expo.
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All vehicles must be relocated to the Exhibitor/Vendor Park Zone prior to 7am on Saturday 12<sup>th</sup> March 2022 and prior to 8am on Sunday 13<sup>th</sup> March 2022.

Stands can be restocked prior to opening on Sunday 13<sup>th</sup> March 2021. If restocking for Sunday, please note that entry gates will be locked by 8.30am, so come early. Site Ready for first sale at 8.30am.

## Things to consider

- If your stall extends beyond the space allocated, an additional site fee penalty is payable on the day of the event.



- Exhibitors and Vendors will need to supply their own marquees, tables, chairs, weights/pegs.
- Marquees are the responsibility of Exhibitors. It will most likely be hot and sunny (maybe rain showers) in March, so please consider shade for yourself and your shopping clients. Remember to slip-slop-slap-slurp. Rainfall may result in water flow over the ground and puddling – keep all your products off the ground in case of rain. Weights/sandbags/pegs must be used on marquees to secure your marquee. Be prepared – do not blame the weather.
- We will endeavour to give you the best site possible. Remember, early booking secures the best locations. Sites are not secured until full payment is received. If you seek two or more exhibitor spaces, select sites that join and are not separated by a path.
- Some sites are reserved for large exhibits and Sponsors and cannot be split, this may impact on your site selection.
- Exhibitors and Vendors are instructed to stay within their designated spaces and not interfere with any thoroughfares.
- Distribution of promotional brochures, etc is only permitted within your designated exhibitor space.
- No political or religious signage, flyers, etc are permitted at this event.
- It is up to the Exhibitor and Vendor to source tables, wall surfaces, etc.
- Vehicles are not permitted to be used as part of the 'Plant Expo' display, unless the Exhibitor is an Event Partner, Gold or Silver. Selling garden related products from a vehicle will not be allowed, no exceptions. Exhibitors or Vendors that need regular access to their vehicles (stock) during the Event must discuss this with Ruth before making a booking for suitable sites.
- Please do not have your staff, colleagues or friends put fliers on public car widescreens that are parked for the Plant Expo or hand out as they walk to or from the event. It is not an appropriate practice and we have had complaints in the past. Any reports of such activities will have the exhibitor barred from future events.

## QUALITY & CONDITIONS OF PLANT STOCK & PRODUCTS

The Plant Expo Committee reserves the right to refuse an application or evict an Exhibitor, whose plant stock is not compatible with the general objective (i.e. collectable character) and quality expected at the event.

### Checklist for plant quality:

<input type="checkbox"/>	Specimens for sale are not listed weeds.
<input type="checkbox"/>	All stock is free from pests and diseases.
<input type="checkbox"/>	All stock is correctly labelled, preferably with full botanical name.
<input type="checkbox"/>	Pots are clean and clearly show that plants are well established in the pots.

**Important Note:** Please focus on selling the plants specified on your Registration Form. On the Registration Form, use general terms such as climbers, bulbs, bromeliads, water plants, cottage garden plants, flowering trees, etc. Bare-rooted plants are allowed – bromeliads, bulbs, etc. We want to direct the public to your stand, so make sure you have those plants that are listed.

All plant sellers must be aware of the following:

### **Fire Ant Legislation**

Prospective site holders should comply with current Qld Fire Ant Legislation. A copy of rules and regulations can be found at:

<http://www.daff.qld.gov.au/plants/weeds-pest-animals-ants/invasive-ants/fire-ants>

### **Myrtle Rust Legislation**

If you sell any plants from the Myrtaceae family, Review the latest information on this disease at:

<http://www.daff.qld.gov.au/plants/health-pests-diseases/a-z-significant/myrtle-rust>

Do not bring potentially infected plants to this event.

Note: We have invited DPI/DAFF staff to attend this Event, to monitor weeds, Fire Ant and Myrtle Rust. Infringement notices and fines will be at the discretion of DPI/DAFF officers.

## **Information and Conditions**

### **ONSITE POLICY**

Only Exhibitors and Vendors that have paid their Full Fees, may set up at the Event. Any Exhibitor or Vendor that does not sell what was indicated, as their specialisation on their Registration Form (Agreement), will likely forfeit their fees and be escorted off the site. It is critical that ALL Exhibitors and Vendors verify their site position before erecting their display. Verify your location on the day you arrive at the event.

### **REFUND POLICY**

Cancellation later than 30 days prior to Event, or not turning up to Event, forfeits any money paid – no refunds will be given.

### **COVID & other Government Restrictions**

We are bound to follow guidelines set by the Queensland State Government in terms of social distancing, hygiene, event opening/closing, etc.

If guidelines are such that the event is not to proceed, the event will be cancelled. If less than 60 days prior to scheduled event date, no refunds will be given due to expenses already incurred for promotions, contracts, etc.

## **WET EVENT**

This is an all-weather Event. Regardless of weather, the Event will proceed. Site refunds will only be given in exceptional circumstances (e.g. flooding of site) and only at the Plant Expo Committee discretion and Queensland Government local announcements.

## **EXHIBITOR & VENDOR PASSES**

Each 3x3 metre space is allowed 2 x free Vehicle passes plus Exhibitor or Vendor Wristbands. Please ensure that your vehicle passes are displayed on your vehicle's dashboards during the event.

You will also be given a Site/s Number Card. This card is to be shown upon access to the site for bumping in and to be displayed at your site location once set up. This will help the public identify your business.

Wristbands must be presented on entrance or an entry fee of \$15.00 will be charged. Additional wristbands can be purchased at the normal entrance fee. It is the responsibility of all site holders to ensure all staff assisting on their sites have in their possession their wristbands prior to entering the Brisbane Garden & Plant Expo. It is not the responsibility of Plant Expo Staff to keep a record of your Staff/Volunteers who are yet to enter the event through the gates.

Wristbands must be worn by all team members/your staff throughout the entire duration of the event – including bumping in and out times.

Not-for-Profit Groups or Not-for-Profit Organisations who require additional passes, please discuss this with Ruth prior to the scheduled event.

Organisers will not refund any entry fees to Exhibitors or Vendors, who purchase tickets to gain entry to the Expo during the opening hours.

## **MAKING SALES AT THE EVENT**

Exhibitors and Vendors are responsible for selling their own plants and products, food, and drinks. Make sure you have a suitable cash float, which you believe will be enough. If you need a credit card facility, speak to your bank about a remote system. ATM machines will be available at the Event.

## **DISCOUNT SALES**

Do not create discount sale specials, especially on the last day of the Event. This cheapens the Event and robs you and your fellow Exhibitors and Vendors of profit. Any Exhibitors or Vendors identified doing this activity, run the risk of not being invited back the following year. This Event is designed to help the industry, it is not a flea market!

If you see another Exhibitor or Vendor doing discounts sales on the last day, please inform Ruth.

## COMPETITIONS & RAFFLES

Competitions and raffles that sell tickets at a ticket price are not allowed. Free competitions that promote your products and services or membership are allowed. Not for Profit Groups or Organisations that wish to have a raffle, need prior approval from the Plant Expo Committee.

The Event runs its own raffle to raise money, to fund local Not-for-Profit group. Our Plant Expo Team will contact each exhibitor closer to the Event regarding *your donation (plant/product/voucher) to this raffle from every Exhibitor attending.*

## EQUIPMENT

Existing tables and chairs on site are reserved for the EATERY and SPEAKER areas of the Event. Exhibitors and Vendors are not to use these unless written permission by Plant Expo Committee is granted.

NOTE: Tables, chairs, etc for each Exhibitor and Vendor are the responsibility of each respective Exhibitor and Vendor.

## SIGNAGE

Signage erected by you, is to relate entirely to the product(s) you are displaying and selling. Political and/or religious signage is not allowed. Fundraising awareness campaigns are only allowed if approved by Plant Expo Committee.

Signage must not hinder or block consumers (the public) from seeing or accessing other nearby Exhibitors or Vendors. The Organiser reserves the right to instruct vendors / exhibitors to remove inappropriate signage, marquee walls during the Event or to restock your exhibit, if you exceed your allocated space.

## WORKPLACE HEALTH AND SAFETY

Workplace Health and Safety Act, together with all State and Local Government regulations apply and it is the responsibility of Exhibitors and Vendors to comply with all such Acts, legislations, regulations, or laws.

## DOGS

For Safety reasons Dogs are not allowed at all at this site. The Rocklea Showgrounds does not allow dogs on site, due to their own onsite security dogs.

## SECURITY

While all care is taken, the Event Organisers and the Facility Owners accept no responsibility for loss or damage of product and/or equipment. It is up to the Exhibitor and Vendor to secure their own products, both during the Event and after-hours.

NIGHT Security will be supplied for the Event on Friday 11<sup>th</sup> March 2022 and Saturday 12<sup>th</sup> March 2022.

**IMPORTANT NOTE:** We strongly recommend gazebo should have walls, front, sides and back to enclose exhibit and stock after hours. Zip it up for security!

## **EXHIBITOR & VENDOR MOVE OUT TIMES & STAND CLEANING**

Move out will commence after the close of business at 2.00pm on Sunday 13<sup>TH</sup> March 2022. For Safety Reasons and Insurance Requirements strictly no vehicles are to enter the Brisbane Garden & Plant Expo site while the Public are present, no exceptions.

Cars will be blocked from entering the site before 2.00pm on Sunday 13<sup>th</sup> March 2022. When driving your vehicles on site, please observe and consider other Exhibitors and Vendors who may be manually moving stock to their vehicles. Hazard lights are to be turned on during bump-in and bump-out. Please do not block access for other Exhibitors and Vendors by parking too close to buildings or pathways.

For safety reasons, always during set up and pack up of stages, Hi-Vis Safety Vests or Jackets must be worn.

The site must be vacated by 5.00pm on Sunday 13<sup>th</sup> March 2022, otherwise each late Exhibitor(s) or Vendor(s) will be charged the late fee penalty of \$900.00 +GST (Imposed by the Venue Management, not Plant Expo).

All Exhibitors and Vendors must clean their respective sites of dirt, mud, plant debris, twist ties, labels, etc. Failure to clean your site(s), will result in an added Fee of \$110 for cleaning (to cover the cost of labour, materials, rubbish removal, administration, etc). Any fee(s) imposed on the Organisers of the Plant Expo by the Venue Management, due to an individual Exhibitor or Vendor (such as cleaning, damage to the facility, extended period on site, etc), will be billed directly to the Exhibitor or Vendor (Refer Terms and Conditions).

## **INSURANCE**

All Exhibitors and Vendors are required to have their own Public Liability Insurance (PLI), a minimum of \$20 million to insure their site areas for public risk. A Current copy of the Insurance 'Certificate of Currency' showing the site holders Business Name (or insured entity) and address **MUST** be returned with your Registration Form. Your Insurance **MUST** cover the period of this Event.

No Insurance, No Exhibit - no booking is confirmed without this Insurance.

## **FOOD & DRINK VENDORS**

Food & Drink Vendors are required to provide a current copy of their Food Licence along with their Public Liability Insurance (PLI) 'Certificate of Currency', proving they are compliant and eligible to operate in the Brisbane City Council (BCC) Region. Food & Drink Vendors are required to have their own Fire Extinguisher and/or Fire Blanket. All leads must be tested, tagged and compliant.

## POWER

ONLY available to Food & Drink Vendors.

Please note: You will need to let us know how many power amps you require and provide us with an Electrical List of all appliances and leads that will be plugged in at the Event.

If you require power as an Exhibitor, there will be an extra cost of \$25 (including gst) per 10 or 15amp. Anything above this requirement i.e. 3 phases, will need to be discussed with Ruth prior to booking your site and the cost for your power will be advised accordingly.

ALL power leads and electrical appliances must be Tested and have a Current Safety Inspection Tag, otherwise they will be disconnected. It is YOUR responsibility to meet these rules.

## WHAT CAN YOU DO TO HELP THE EVENT - PROMOTE YOURSELF!

Prior to the Event, inform your customers that you will be at this Event.

If you are doing any advertising, mention you will be at this Event.

The Event website [www.plantexpo.com.au](http://www.plantexpo.com.au) and Facebook/Instagram/Twitter, will have constant updates for the public.

Consider linking your website to our site and telling your existing and potential clients where you will be at the Event (your stand number). The listing of Event Exhibitors will be kept online until two months after the Event. If you would like a bundle of our flyers, to promote and distribute, just ask and we will send them out.

Remember to tell everyone you will be at this Event – use social media, inform your clients, send a brochure with your invoices and to your business contacts.

<b>CHECKLIST FOR EXHIBITORS &amp; VENDORS</b>	<b>ACTIONED Please tick</b>
Read BGPE Autumn 2022 Event Handbook.	
Completed Exhibitor or Vendor Registration Form - Posted/Emailed with full deposit.	
Fire Ant & Myrtle Rust Legislation – Reviewed Latest Information. Do you need to show certificate?	
Full Fee paid – to be Received by COB 5 <sup>th</sup> January 2022	
Public Liability Insurance (minimum \$20 million) - Submitted a copy of 'Certificate of Currency', with Registration Form.	
Food & Drink Vendor – 'Food Licence Certificate' and Electrical List if you require power – Submitted with Registration Form.	

## Who do I contact if I require further information?

**Brisbane Garden & Plant Expo**

**PO Box 7202, Mt Crosby Qld 4306**

**Brisbane Garden & Plant Expo Management Team**

<u>Event Manager</u> Ruth O'Dowd Phone: 0437 110 789 Email: <a href="mailto:theplantexpo@gmail.com">theplantexpo@gmail.com</a>	<u>Stage/Workshop/Advertising/Media Manager</u> Paul Plant Phone: 0437 184 828 Email: <a href="mailto:info@plantexpo.com.au">info@plantexpo.com.au</a>
<u>Gate Co-ordinator</u> Adrienne Moloney Phone: ??????????????	<u>Operations Co-ordinator</u> Jackie Hicks Phone: 0427 757 437

**Website:** [www.plantexpo.com.au](http://www.plantexpo.com.au)

**Facebook:** [www.facebook.com/BrisbaneGardenPlantExpo/](https://www.facebook.com/BrisbaneGardenPlantExpo/)

**Instagram:** [www.instagram.com/BrisbaneGardenPlantExpo/](https://www.instagram.com/BrisbaneGardenPlantExpo/)

**\*\*Brisbane Garden & Plant Expo is proudly presented by Plant Expo Pty Ltd\*\***

**Thanking you and see you at the Expo!**

