

## **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

2021 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 block

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.*