



Venue 114
Friday 3rd Oct
3pm to 7pm

Quick Guide!

Quick Reference Guide for
Exhibitors, Speakers & Sponsors





Congratulations!

Congratulations on securing your spot at this year's Empowering Women Expo! We have created this QUICK REFERENCE Guide for all the IMPORTANT Details!

VENUE PARKING:

Venue 114 is situated at 114 Sportsmans Parade, Bokarina. Exhibitors can park close to the venue for the purpose of dropping off collateral for their exhibit, however we ask that you then move your cars away from the venue, so as to maximise parking space for EXPO Visitors.

SET UP:

Our team will direct you to your space on arrival. Set up for Exhibitors is between 11:30am and 2:30pm. Due to Workplace, Health & Safety Guidelines, NO EXHIBITORS will be permitted to enter for setup after 2:30pm.

PACK UP:

Pack up for Exhibitors is between 7:00pm and 8:00pm. Due to Workplace, Health & Safety Guidelines, NO EXHIBITORS will be permitted to pack up their Exhibitor space PRIOR to 7:00pm

ELECTRICITY:

There are LIMITED powered sites available. ONLY ULTIMATE Exhibitor sites are powered, so please keep this in mind when planning your site setup.

INSURANCE:

ALL Exhibitors MUST supply a Certificate of Currency of their insurance PRIOR to the Event. NO INSURANCE / NO EXHIBIT. One Day Market Stall insurance can be purchased from AUZI Insurance. <https://www.auzi.com/portal/public-liability-insurance-market-stall>



The Empowering Women Expo is styled on an OPEN concept plan with approx 1m space between each exhibitor. The expo backboards are '**BLACK**' carpeted panelling.

MINI SPACE - COURTYARD/FOYER Includes:

- 1.5m Wide x 1.75m Deep
- 1.2m Trestle Table / No Table Cloth
- No Back / No Sides
- 1 x Chair

MAXI SPACE - EXPO HALL Includes:

- 2m Wide x 2m High Backboards x 1.75m Deep
- 1.8m Trestle Table / No Table Cloth
- 2 x Chairs / No Sides

ULTIMATE SPACE - EXPO HALL Includes:

- 3m Wide x 2m High Backboards x 1.75m Deep
- 1.8m Trestle Table / No Table Cloth
- 2 x Chairs / No Sides / INCLUDES Electricity

DISPLAYS:

Male/female velcro dots are the best option for attaching posters to the BLACK carpeted Expo backboards. Heavy items should be hung using metal over door single hooks. Any damaged to the backboards caused by Exhibitors will be invoiced directly by QLD Event Hire. Banners MUST fit within the space allocated.

PRIZE DRAWS:

Exhibitors are encouraged to use PRIZE DRAWS to collect contact details of potential clients, and draw them on the night!

SPEAKERS:

Please arrive 15mins prior to your scheduled speaking time to set up your laptop etc. Two (2) Smart TV Screens will be set up either side of the MAIN STAGE stage with connection via a HDMI Cable. (Please bring adaptors and presentation 'clickers' if necessary). There will be a wireless Hand Held Mic for your use.