

# WELCOME TO THE MSE

On behalf of the Melbourne Seniors Expo, thank you for registering for a place in our exhibition space! This unique event is designed to help you promote your organisation as well as bringing together other service providers and specialist businesses, with consumers and their families, case-workers, teachers and carers, in a way that ensures your product or service is seen by those who need to know what you offer. **Our aim is to enhance the lives of seniors in a positive and encouraging way.** Below, you will find important information regarding your participation as our guest exhibitor.

## WHAT YOU NEED TO DO

- ☐ **Pay** invoice by due date and read terms and conditions *(A booth cannot be allocated until full payment is received)*
- ☐ **Supply** your public liability certificate *(only supply a current certificate that will cover the dates of the expo period including the move in day)*
- ☐ **Download** expo collateral - [melbourneseniorsexpo.com.au/exhibitor-downloads](http://melbourneseniorsexpo.com.au/exhibitor-downloads)
- ☐ **Install** email signature and web banner
- ☐ **Distribute** flyer and images to your client networks and share our Facebook event on your social media pages
- ☐ **Organise** flyers, signage & lead forms for your booth
- ☐ **Log into** ExpoNet event portal and complete required forms *(username and password will be emailed to you at a later date directly from ExpoNet)*

## WHAT WE PROVIDE

- ☐ **Booth** An exhibition booth or space at the expo. Inclusions are outlined at [melbourneseniorsexpo.com.au](http://melbourneseniorsexpo.com.au)
- ☐ **Table** A (1.8m) trestle table with plain table cloth and 2 chairs per single booth *(Sponsors Excluded)*
- ☐ **Electricity** Full power for standard electrical devices *(excluding community spaces)*
- ☐ **Program** A detailed program with booth locations, information and a detailed map
- ☐ **Exposure** A layout that encourages participants to easily move around and visit all booths
- ☐ **Vouchers** Free coffee/tea vouchers

**Upgradable booth packages available** for booth layouts, creative/artwork, additional furniture, and audio/visual. Additional costs apply. To enquire, please contact ExpoNet on **02 9645 7070** or email [esd@exponet.com.au](mailto:esd@exponet.com.au)

## WHAT YOU NEED TO KNOW

**Booth Allocations.** Booth allocations will commence **July 2021**.

**Move-in/Move Out Time.** MIMO form will be open on **12th October 2021** and closes **4th November 2021**.

**No-Smoking.** All Melbourne Seniors Expo areas are smoke-free. Thank you for your cooperation.

**Cancellation Policy.** All cancellations must be submitted formally via email. In the event that the organisers receive a request for cancellation prior to 2 months before the event date, a credit note will be issued for the full value of the booking. The credit note can be applied to any future booking for an event run by the organiser within the next 18 months. In the event of a cancellation within two months of the nominated event, no credit applies and 100% of the booking fee will be forfeited refund. See terms and conditions.