

2022 VENDORS GUIDE



Thank You

A very big THANK YOU for your interest in exhibiting at our 2022 Wedding Industry Showcase on the **15th of May 2022**.

The team is working hard behind the scenes to ensure the showcase is one of the biggest and best wedding events on the Fraser Coast.

We look forward to having you!

OPENING HOURS: 10am to 1pm

ENTRY COST: Free

The Venue

The 2022 Showcase will be held at Star of the Sea Catholic Primary School in their big, beautiful hall. The facilities is modern and spacious and present the perfect location for a beautiful showcase of our local wedding industry. The venue allows patrons to move freely without congestion, plenty of parking, easy access and is suitable for both indoor and outdoor exhibitors.

ADDRESS: 33 Hughes Rd, Torquay QLD 4655

Site Info

All sites are 2m x 2m at a cost of \$90.00 per site.

Other inclusions;

- listing on the showcase website
- individual social media promotion on both Facebook and Instagram
- access to low-voltage power (limited spots - on application)
- inclusion in any event maps/directories

Prizes & Sponsorship

A major event such as this relies on the generosity of many suppliers. Sponsors are any business that offers assistance for the showcase including imagery, advertising, venue and much more. Other sponsors may include booked vendors that have donated a prize to any giveaway or door prize for the day of the showcase. Sponsors get recognition both on the website and through individual social media posts.

Social Media

Exhibitors are encouraged to get involved with our social media channels by doing the following;

- Liking and sharing our Facebook page and/or event
- Following and sharing our Instagram page
- Reposting/sharing specific posts made by the Showcase pages

Getting involved will give the event more exposure, reaching more potential couples and enticing more of your own followers to meet you at the showcase.

Your Site

Just like your potential clients, we are big fans of exciting spaces.

Make the most of your space and really showcase your style and brand, be as creative as possible. You should ensure that you have clear, freestanding signage (eg. pull-up banners) and some handout information for potential couples. An attractive display will benefit your business as well as the event.

Site Staffing

With varying COVID-19 restrictions with regards to maximum numbers, a maximum of two (2) vendor representatives are allowed on site at any time. Sites cannot be shared by two businesses or display/distribute other business materials, please see the Vendor Terms & Conditions for more information on this.

Electrical Items

Vendors with any electrical equipment MUST ensure that all equipment and accessories have been 'Tested and Tagged' and that tags are valid. There will be a member of the Showcase Team that will perform inspections on equipment. Should any equipment be deemed unfit, the item will be removed by Showcase Management until the conclusion of the event. This is not negotiable.

Floor Plan

The floor plan will be provided to vendors closer to the event. This will be distributed through the member portal on the showcase website.

Bump In & Out

Bump in (or set up) will be from 7am until 9am. All vehicles must be removed from the Star of the Sea staff carpark once items have been unloaded.

Bump out (or pack up) will be from 2pm until 3pm.

Further information on this will be provided to vendors via the member portal on the showcase website.

Rubbish

All vendors are expected to maintain a clean and tidy site at all times. Vendors are to take all rubbish with them upon departure from the venue. No rubbish is to be left on the premises under any circumstance.

Insurance

Vendors MUST carry and hold current Public Liability insurance of a minimum of \$10, 000, 000. A certificate of currency must be provided upon booking. The Fraser Coast Wedding Industry Association reserves the right to decline applications to businesses who do not meet the standard requirements of an exhibitor.

Cancellations

All booking fee payments are non-refundable under any circumstance. In some situations a credit for a future event may be offered. Please see the Vendor Terms & Conditions for more information regarding payments.

Booking Process

Please follow the instructions below to complete your booking;

1. Fill out the digital form on the [showcase website](#) and be sure to include all necessary attachments.
2. Once your application has been received a member of the Fraser Coast Wedding Industry Association will review your application.
3. If your application is approved, you will receive an acceptance email with a payment invoice which is due within 7 days of approval.
4. Once payment has been received, you will be approved as a member of the Member Portal on the showcase website. If no application has been made, you will be invited to become a member.

Liability

The Fraser Coast Wedding Industry Association will not be held responsible or take liability for any personal and/or professional property loss or damage or injury. Exhibitors agree to waive without any limitation for any claim for all property damage, loss or personal injury. Exhibitors are expected to carry property insurance for all equipment used or displayed at the Expo. The Fraser Coast Wedding Industry Showcase and Association will take all reasonable precautions to protect exhibitors and property but takes no liability for loss. The Fraser Coast Wedding Industry Association will make every reasonable effort to ensure your success and that of the the Fraser Coast Wedding Industry Showcase.

Questions

Should you have any questions or require any further information, please do not hesitate to contact us.

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