

Time of Your Life Seniors Expo Stallholder Terms and Conditions

Thank you for your Expression of Interest to be part of the 2025 Time of Your Life Seniors Expo.

Expo Details

When: Sunday 16 March, 2025.

When: 11 am to 3 pm.

Where: Federation Room, Club Corowa, 30 Betterment Parade, Corowa

Stallholders

To be eligible for a stall at the Seniors Expo you must be a:

- Age care provider or health care provider; or
- Government agency; or
- Sports club, service club, social or community group.
- Based in or outreach to the Federation Council area.

General Terms and Conditions

- a) The stallholder's business/government agency/community organisation must be considered by the Federation Ageing Well Committee and /or Federation Council to be appropriate to be part of the Expo program. In considering whether a business/government agency/community organisation is appropriate, the main criteria will be that the products or services would appeal to a senior audience and are available to Federation Council residents.
- b) The stallholder acknowledges that Federation Council does not guarantee, and is under no obligation, to ensure that they will receive any minimal amount of business activity, sales or visits by Expo patrons, as a result of their participation in the 2025 Time of Your Life Seniors Expo.
- c) Federation Council is under no obligation, and will have no liability, to the Stallholder for failure to provide any services or benefits to the Stallholder and will otherwise have no liability for any loss, damage or injury, or any claims, costs or expenses, whether direct or indirect, incurred by any person as a result of, or in connection with, the Stallholder's involvement in the Expo.
- d) Federation Council, its officers, employees, contractors and agents will not be liable for any death, loss, injury, damage to property or economic loss suffered by participant as part of attending the conference – except where deemed to be legally liable for any negligent act under Common Law.
- e) Each Stallholder is required to have their own Public Liability Insurance. You can provide by submitting as part of your Expression of Interest or by sending your Public Liability Insurance directly to communityevents@federationcouncil.nsw.gov.au.
- f) The Stallholder will provide Federation Council with at least 4 weeks' notice of their intention to withdraw from the 2025 Time of Your Life Seniors Expo.
- g) Stallholders are encouraged to make their stalls as appealing & interactive as possible. Interactive stalls are a great way to encourage people to engage, offer

a personalized experience and allow you to show off your products and services in the best possible way. If you can't think of anything interactive, try and decorate your stall or use displays to encourage people to come and talk to you.

Stalls and Stallholders

- a) Stall size is 2 m wide x 1 m long.
- b) It is encouraged to have at least one (1) staff person or volunteer be present at your stall for the duration of the event.
- c) Stallholders are asked to provide information & handouts about their organisation, programs & services.
- d) Stallholders will not be permitted to display goods, promotional materials or signage other than their allocated stall space. The organisers reserve the right to remove any such items.
- e) Each stall will be need to provide their own table and chairs (unless prior arranged).
- f) Acceptance of an application represents an agreement that the expo will provide space and the stallholder will be there for the full four hours.

Stall Allocation

- a) Sites are allocated by the Event Organiser. We will do our best to accommodate any requirements you specify on your EOI, but also to ensure the safety of all expo participants and guests.
- b) Each stall a number allocation that you will receive via an email closer to the date. This number shows you on the site plan where your site allocation.
- c) Stall numbers as per site plan will be clearly marked. If you are unsure ask an event official.
- d) Please do not simply move your stall. If you are unhappy where you are talk to an event official.
- e) The decision on stall selection and location is final.

Promotion and Logo

- a) By providing your website, social links and logo as part of the Stallholder form, you agree
- b) You have permission to use and share these links and logo.
- c) You give permission for the Federation Ageing Well Advisory Committee and the Federation Council to use your information and logo in promotional material, both in print and online to do with the expo.
- d) The Event Organiser can advertise and promote Stallholders in connection with the event if information is provided by 1st February 2025.

Personal Information

- a) Council will comply with the Information Privacy Principles as set out in the *Privacy and Data Protection Act 2014*. If you provide your contact details and email address via the EOI form, it will only be used to respond to you in regards to information about the expo.
- b) Your email address will not be added to any mailings lists/databases, or otherwise used without your knowledge or consent, unless specifically required by law.

Accidents and Property Loss

- a) Stallholders are responsible for insuring their own property and stock.
- b) The Federation Council will not be responsible for any loss of exhibits/items at the expo or for any damage done there to.
- c) The Federation Council will not be responsible for any accident which may be caused through or by the stallholder or which may happen in connection with his or her business or community group.
- d) The stallholder shall deem the Federation Council harmless and indemnify it against any legal proceedings arising from any such accident. – except where deemed to be legally liable for any negligent act under Common Law.

Clean and Proper Condition

- a) Stallholders must conduct themselves in a proper, polite and orderly manner at all times.
- b) Stalls must be kept in a clean and tidy condition and all rubbish is to be placed in the bins provided.
- c) We recommend you check your stall area, before the event opens to address any risks that may have occurred as part of your stall set up.
- d) Stallholders are to ensure that, all cords, ropes and wires taped down or hung safely overhead.
- e) The stallholder is responsible for the collection and disposal of any rubbish associated with their stall.

Cost

- a) There is no cost associated with having a stall at the Expo apart from your own staff time and resources.
- b) Stall holders are responsible for their own equipment, merchandise and travel costs.

Entry and Egress

- a) Entry to the site is via Club Corowa main entrance at 30 Betterment Parade in Corowa.
- b) Please use the lift to transport your wares to the Federation Room on level 3.
- c) The site is open for stallholders from 10 am. Stallholders are able to access the event site between 10 am and 10:45 am to set up their area. No late arrivals will be admitted entry to the site.
- d) Please make sure that your stall is attended between 11 am to 3 pm excluding the lunch break.
- e) All stalls must not be dismantled until after 3:00 pm on the day of the event.

Event Staff and Volunteers

- a) Event staff are volunteers, too. Please be respectful and kind!
- b) Event staff and volunteers will be easily identified as they will be wearing lanyards.

Insurance

- a) It is a condition of entry that all stallholders must have a current public liability insurance policy with a minimum indemnity of \$20 million, valid on the dates of the expo.
- b) For smaller hobby and smaller stallholders that are incapable of securing independent public liability coverage, Council does have in place a Public Liability – Uninsured Community Groups Scheme, that can offer coverage during the expo. If this applies to you, you must select this option in the Expression of Interest and be approved by the event organiser prior.
- c) A copy of the current certificate of currency must be submitted before the expo, otherwise your stall allocation may be withdrawn. (Insurance renewal notices are not sufficient).

Parking

- Parking is available for stallholders either in the Club Corowa carpark located on Betterment Parade.
- We ask that you don't park in the car spaces closest to the club entrance, to allow guests access.
- You can drive your car up to the lift in front of Club Corowa and unpack your wares near the lift. Please drop and then move your vehicle into the carpark to allow access for patrons to the Club.

Photography and Recording

- a) By participating in the Time of Your Life Seniors Expo the stallholder agrees that the organisers may use photographs or videos taken on the day for promotional purposes.

Power

- b) Electrical outlets are available for a limited number of sites and must be pre-arranged.
- c) A request for power must be nominated in the initial EOI form and access will ONLY available with prior arrangement. We will do our best to accommodate you.
- d) The stallholder is responsible for bringing their extension leads and power boards
- e) No double adaptors or piggyback plugs are to be used; Australian Standard approved power boards are acceptable. Power boards are not to be daisy chained i.e., supplying one power board from another.
- f) Electrical switches etc. must be appropriately waterproofed and separated from potential water sources.
- g) Broken plugs, switches, leads, sockets etc. removed or fixed immediately.

Promotional Material

- a) Stallholder is responsible for providing their own promotional material on the day.
- b) All free promotional material must be safe, comply with all relevant safety standards and must not be offensive or harmful to the general public.

Risk Management

- a) Stallholders are responsible for the risk management of their area and must at all times ensure that the area presents no risks to the public.

- b) It is recommended that Stallholders conduct a risk assessment for their stall prior to the expo opening.

Enquires

For more information about having a stall at the 2025 Time of Your Life Seniors Expo please contact the Council's Community Development team by phoning 02 6033 8999 or email communityevents@federationcouncil.nsw.gov.au.