



DESTINATION

I do

EXHIBITORS KIT

SUNDAY
8 SEPTEMBER 2019

10 AM - 2 PM

SHARKSEVENTSCENTRE.COM.AU



EXHIBITORS KIT: DESTINATION I DO 2019

Destination I Do is a one-stop shop exhibition for couples planning their special day. Sharks Events Centre has a strong commitment to the local community and has designed a wedding expo - *Destination I Do* - to support local businesses.

In conjunction with Gold Coast Girls in Business, Sharks Events Centre introduces a comprehensive event, aiming to support couples at every stage of the marriage process. From getting down on one knee to jet-setting off on a dreamy honeymoon, *Destination I Do* aims to exhibit a range of suppliers to provide everything from big-ticket items to the finer details that makes a couple's day unique and special.

Destination I Do is a **FREE PUBLIC EVENT** with a key objective to promote keeping business local.

This is an invitation for your business to showcase its offering as an exhibitor on **Sunday, 8 September 2019.**

We have a range of exhibitor options, to suit all budgets and requirements. We understand creating an exhibit can be difficult, especially for a small business, so we have created this detailed exhibitor kit with recommendations on how to get the most out of your booth.

The team at Sharks Events Centre are passionate about showcasing the precinct in conjunction with each vendor, who live to make newlyweds dreams come true. Together, we hope countless couples say 'I do' to Sharks Events Centre - the destination for all occasions.

I look forward to working with you personally!



LILLY MANN
SPECIAL EVENTS
COORDINATOR



EXHIBITOR FEES & INCLUSIONS

SINGLE BOOTH

\$400.00 inclusive of GST

- 2.4m x 0.6m x 2m booth
- 1 x 1.8m x 0.75m trestle and 2 x chairs
- 2 x Exhibitor Passes
- Complimentary parking
- 4-hour event
- Brand Exposure
- Guest Database

DOUBLE BOOTH

\$750.00 inclusive of GST

- 4.8m x 0.6m x 2m booth
- 1 x 1.8m x 0.75m trestle and 2 x chairs
- 2 x Exhibitor Passes
- Complimentary parking
- 4-hour event
- Brand Exposure
- Guest Database

OUTDOOR ACTIVATION

\$800.00 inclusive of GST

- Designated Outdoor Activation Space
- 2.4m x 0.6m x 2m booth
- 1 x 1.8m x 0.75m trestle and 2 x chairs
- 2 x Exhibitor Passes
- Complimentary parking
- 4-hour event
- Brand Exposure
- Guest Database

Approval for Outdoor Exhibitors will be decided by Sharks Events Centre management.

BOOTH SPECS

Dimensions

All booths are 2.4m high and 600mm wide, with a floor space permitted to exhibitors of 2m.

It is important all exhibitors stay within this depth to adhere to workplace health and safety and fire safety standards.

Booth Allocation

All booths will be allocated during the final weeks leading up to the event. Allocation is based on booth requirements and size.

Your Displays & Signage

We provide the base, but we leave it up to you to make your stand as eye catching as possible. One company sign on back wall is provided with your booth.*

Exhibition Contractor

(for all furniture, audio visual, lighting, power, upgrade & custom stand enquiries & orders)

We have appointed PYRAMID DISPLAYS as our official Exhibition Contractor.

Pyramid Displays presents a full-service exhibition experience. They can supply the hire of all your exhibition needs from furniture and floors, plants and audio-visual equipment, extra power or lighting and stand upgrades to full custom stand design and construction.

In mid-July 2019, Pyramid Displays will send you an Exhibitor Kit with options for the above, as well as a request for your fascia signage requirements.

In the meantime, you are welcome to visit Pyramid Displays user friendly website pyramiddisplays.com.au to view hire items (please do not submit requests for quotation until you have received your exhibitor kit).

If you are interested in standing out from the crowd or making a bold statement with a 'custom' stand, please contact Kelly Davies: kelly@pyramiddisplays.com.au or **(07) 5522 1133**.

Creative ideas to help increase your stand presence

(by Pyramid Displays):

- Professionally printed graphics built into your stand build
- Raised flooring to not only identify your space but compliment your graphics and furniture
- Up-market furniture to represent your image and what you wish to achieve from your presence i.e. sit down and chat, or interactive

SPECIFICATIONS

Height	2.4m
Width	600mm
Depth	2m
Material	Covered in black velcro compatible frontrunner material.
Inclusions*	1 x trestle with 2 x chairs 1 x company signage on back wall Up to 30 black characters, in capitals, on white PVC panel 1 x arm light 1 x 4amp general-purpose outlet (GPO)





INTERESTED? BOOK IN YOUR BOOTH

Exhibition Payment

Full pre-payment is required at the time of booking your booth for the event. Your booth will not be confirmed until full payment is received.

Capped Categories - Get in Quick!

Please note, all categories are capped to reduce over exposure of one product/service. This ensures you have the best opportunity to sell your services to couples planning their wedding.

Public Liability Insurance

All exhibitors must have public liability insurance to the value of \$10,000,000 to provide cover whilst exhibiting. Once your booth booking is confirmed and paid in full, a copy of your Certificate of Insurance is required. This insurance is compulsory and covers you for damage or injury caused to third parties whilst exhibiting onsite.

Sponsorship

Wishing to promote your business further to our couples? All exhibitors are invited to donate prizes during the event. Please contact our Special Events Coordinator, Lilly Mann for further information.

Electrical Safety Precautions

All equipment, fittings or material to be brought into Sharks Events Centre must be free of any defects (that may cause damage to Sharks Events Centre or injury to any person), be in sound working order and condition and comply with relevant QLD standards and specifications.

All portable electrical equipment brought onto the premises must be tagged and tested in accordance with Australian standards AS/NZS 3760.2000. No power boards or double adaptors are permitted. If additional power is required Pyramid Displays can assist you.

Food & Beverage Samples

Please note, if you are considering offering a food/beverage product at your booth, please contact our Special Events Coordinator, Lilly Mann for further information. All exhibitors who wish to offer samples will be required to complete a Food & Beverage Sampling Form for approval.

EXPO BUZZ

The team at Sharks Events Centre are passionate about showcasing the precinct in conjunction with local Gold Coast and Brisbane suppliers.

Together, we hope countless couples say 'I do' to Sharks Events Centre - the destination for all occasions with the help of exhibitors such as yourselves.

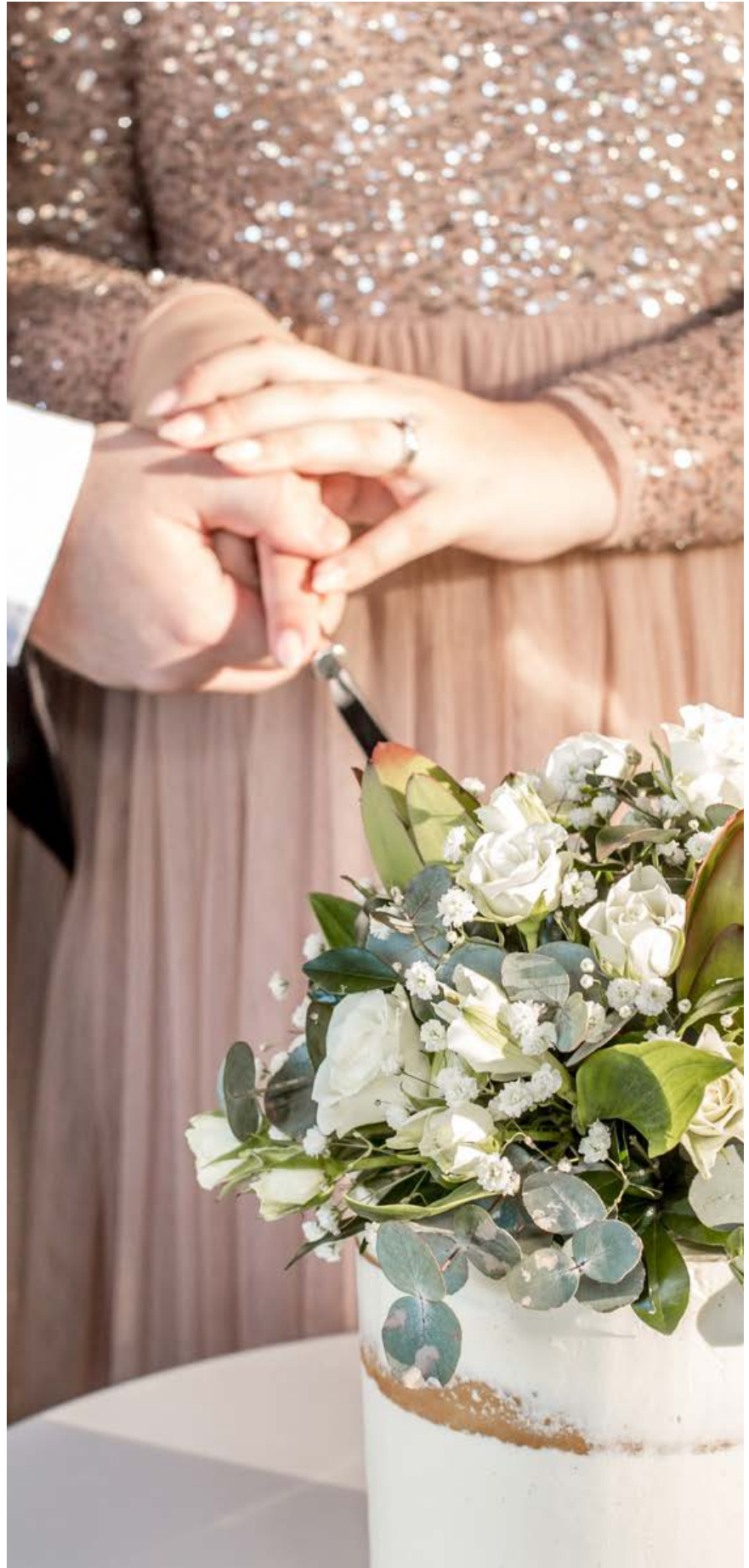
A range of online and offline advertising will be engaged to promote the expo, including social media, public relations, QMS billboards, local radio and a magazine feature.

All advertising will be launched in collaboration with Gold Coast Girls in Business, who have a large network of your ideal target market.

Use these hashtags when sharing your Destination I Do experience on social media:

#DestinationI Do2019
#MarryMeSharks
#SharksEventsCentre

Gold Coast
GIRLS IN BUSINESS



VENUE SPECS & BUMP IN

Exhibitor Passes

Upon arrival, you will be provided with your exhibitor passes. The maximum number of staff members permitted to staff your booth is two, both MUST wear the exhibitor pass at all times whilst onsite. Bump In is permitted from 7.30am Sunday morning only.

All exhibits must be completely set up by 9.30am Sunday, for a 10am start.

Please check in with Sharks Events Centre staff upon arrival to receive exhibitor passes, stand allocation and any additional information you require. A bump in/out information sheet will be provided to all vendors closer to the event date. An allocated bump in time will be advised within 14 days of the expo.

All exhibitors must wear a high-vis vest and have closed in shoes during bump in. Sharks Events Centre will not accept any goods prior to the event. All equipment must bump in on the morning of the event.

The Venue

Located in the heart of Southport, *Destination I Do* will be held at Sharks Events Centre. Hosting a dedicated entrance point, neighbouring Village Green.

Sharks Events Centre is located within the Southport Sharks precinct, which is one of the largest clubs in Queensland and one of the Gold Coast's leading clubs with over 55,000 members. Southport Sharks offers; two restaurants, a café, five bars, two AFL grade ovals, sports facilities, modern 24/7

fitness centre, kids club, gaming facilities and free weekly entertainment, plus a 120-room Mantra hotel. Accommodation for suppliers is available at a discounted rate.

Parking

Parking is FREE at Sharks Events Centre for members and guests, with over 500 car parking spaces onsite.

Food & Beverage

There will be a variety of food, barista coffee and cold drinks available for purchase on the day throughout the Southport Sharks precinct.



POST EXPO

No exhibits are to be dismantled until 2pm on the day

Bump Out

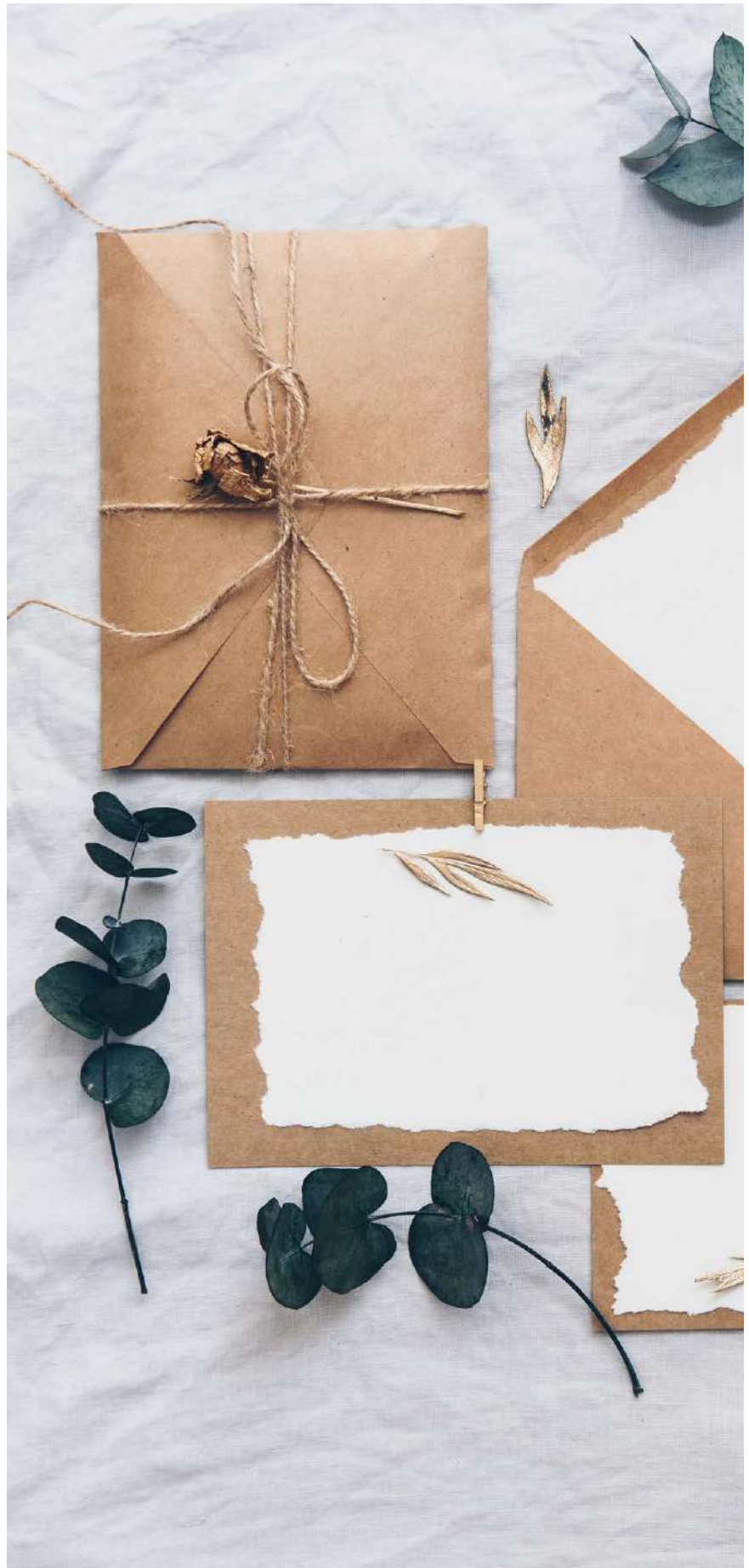
All exhibitors are expected to be completely bumped out from the venue by 5pm. All exhibitors must wear a high-vis vest and have closed in shoes during bump out.

If you have any concerns please contact Special Events Coordinator, Lilly Mann.

Database

The day after the expo a guest database will be sent to all vendors, of who attended/registered for the expo. This is an excellent marketing tool for your business as it prompts a follow-up to retarget and remind guests you are ready and waiting to help!

Please note, this database is for vendors only, you are not permitted to pass this database on to a third party who was not an exhibitor at *Destination I Do* – this is outlined in the terms and conditions. This database will be sent in an excel format with the guests name and email address.



TERMS & CONDITIONS

1. Confirmation of Your Booth

Confirmation of your booth will only be recognised when a signed copy of the terms and conditions and full-payment is received. If the full-payment is not received by the due date, Southport Sharks reserve the right to cancel the reservation of the booth, without notice.

2. Acceptance Payment

Full payment is required at the time of booking to confirm the booth. Southport Sharks reserve the right to refuse cancellation within the 60-day period to the expo and retain all monies paid. All monies are non-refundable and one invoice per booth is provided only.

3. Booth Allocation

A booth will be nominated to exhibitors by Southport Sharks within the exhibition with final allocation based on suitability of venue space.

4. Marketing

Prior written permission is required to use the Southport Sharks name and/or logo in print and/or on audio/visual displays, and all proposed artwork, must be approved by management prior to publication.

5. Equipment & Contractors

5.1 No items are to be attached, pinned or glued to fixed wall surfaces of any pre-event or event room. In the event of damage caused by such actions, charges may be incurred. Exhibitors will be financially responsible for any damage sustained to the venue or its property during events.

5.2 Due to limited storage space Southport Sharks will not accept any deliveries prior to the event date. In the event that goods are delivered prior to the event date, without approval, Southport Sharks will not accept any liability for loss or damage.

5.3 All equipment, fittings or material to be brought into Southport Sharks must be free of any defects that might cause damage to the Centre or injury to any person, be in sound working order and condition and comply with relevant QLD standards and specifications. All portable electrical equipment brought onto the premises must be tagged and tested in accordance with Australian standards AS/NZS 3760.2000

6. Liability

Notwithstanding any other provision of this agreement and to the extent permitted by law, Southport Sharks will not in any circumstances be liable for any: indirect, consequential, incidental, special or exemplary damages, expenses, losses or liabilities; or loss of profits, business interruption, loss of revenue, economic loss, loss of goodwill, loss of opportunity or expectation of loss or loss of production, which may be suffered or incurred by any person, including in respect of the event or in connection with this agreement. Other than in the case of Southport Sharks gross negligence, the maximum aggregate liability of Southport Sharks to the Client in respect of events, acts or omissions is limited, to the extent permitted by law, to the event charge payable by the Client under this agreement, to the extent that the liability is incurred under, in relation to, or in connection with this agreement (including Southport Sharks performance or non-performance).

Where matters beyond the control of the Southport Sharks management impair or prevent the Southport Sharks performing its obligations, Southport Sharks will be released from any liability. The clients indemnifies Southport Sharks against any claim by any person in respect of personal injury or death or loss of or damage to any property; other than injury, death, loss or damage occurring on the premises arising from negligence of the Southport Sharks or its servants.

7. Insurance

The Exhibitor's property shall at all times be at the sole risk of the Exhibitor. Southport Sharks will take all possible care, but accepts no responsibility for, damage or loss of property left in the venue prior, during or after events. The insurance of guest property is the responsibility of the guest.

8. Copyright

Southport Sharks reserves the exclusive photographic copyrights in and to the Exhibition, and all matters incidental thereto, and may appoint official photographers to carry out any photographic requirements of the Exhibitors.

9. Force Majeure

Neither party may be held for any act, omission or circumstance due to an event beyond their control which that party could not have avoided with a reasonable effort, providing it advises the other party in detail and in writing, as soon as possible after the occurrence of the said event, and that it takes reasonable steps to remedy the situation quickly and remove the cause of those acts, omissions or circumstances.

These act, omissions or circumstances shall include but not be limited to:

War, declared or undeclared, revolution or action taken by public enemies; riots or civil disturbances; strikes, lock outs or work stoppage, affecting all or part of the hotel staff; acts of God; fire, floods, storms; constraints imposed by any government or public authority; or any other cause that is reasonably beyond the control of one of the other party.

The duty to remedy any one of these causes quickly in no way includes the duty to end strikes or industrial conflict by accepting the demands of the other party or parties.

10. Venue Requirements:

10.1 The clients indemnifies Southport Sharks against any claim by any person in respect of personal injury or death or loss of or damage to any property; other than injury, death, loss or damage occurring on the premises arising from negligence of Southport Sharks or its servants.

10.2 When utilising the services of Southport Sharks, the client must not do anything that could;

- cause any insurance cover to be reduced or cancelled
- permit any insurer to deny a claim
- affect any rights under an insurance policy
- increase any insurance premium payable in connection with Southport Sharks.

10.3 Exhibitors and guests are not permitted to bring any food and/or beverages into the venue. Should exhibitors wish to

provide samples to guests of food/beverage, this will be analysed case by case for approval and all final decisions will be made by Southport Sharks Management.

10.4 Responsible Service of Alcohol is practiced at Southport Sharks. We maintain the right to decline service of alcoholic beverages to patrons at private events. Service times remain at the discretion of Sharks Events Centre management and service staff at all times.

11. Southport Sharks Club Sign In Requirements:

Guests utilising Sharks Events Centre facilities do not need to sign into the main Club if they enter the Sharks Events Centre via its appointed entrance. If they enter through the main Club entrance however, all guests must sign into the Club as per procedure. Due to Licensing Legislation, it is a strict condition of entry to the Southport Sharks main Club that every person using that facility must be a member, a guest of a member, a member of a listed reciprocal Club, or a bone fide visitor who resides more than 15km from the Club. The Queensland Liquor Act governs these conditions, and any breach can carry substantial financial penalties for both the Club and any individual not complying. Any non-member event guests wishing to utilise the facilities in the main area of the Club at any time prior to, during, or at the completion of the attended event must be signed into the Club as either a member's guest or visitor. As the event organiser, it is your responsibility to assist venue staff in informing all event guests of the Club's sign in procedures. If you are not a current financial member of the Southport Sharks, the Sharks Events Centre management may offer you a complimentary Southport Sharks membership prior to your event. This offer is only available to clients organising an event to be held in the Sharks Events Centre.

12. Conditions of Acceptance

All costs advised are inclusive of GST.

All stands include: 1 x Trestle with 2 x chairs, 1 x Company signage on back wall (Up to 30 black characters, in capitals, on white PVC panel), 1 x Arm Light, 1 x 4amp general-purpose outlet (GPO) with carpeted floor. All booths are 2.4m high and covered in Black Velcro compatible frontrunner material. No stand sharing is permitted, the exhibitor agrees not to display or provide commercial benefit to any other business whilst exhibiting. By signing these terms you also agree and understand that providing The Guest database to third parties who do not attend the expo is strictly prohibited.

The Exhibitor Agrees to:

12.1 Attend the exhibition and display relevant merchandise within their allocated display stand.

12.2 To ensure booth is complete by 9:30am on the day of exhibition.

12.3 To not dismantle the booth until after 2:00pm on the day of exhibition.

12.4 To make full payment of monies owed pursuant to the agreement prior to entering possession of the booth.

12.5 That the conditions, rules and regulations have been read and form part of this agreement.

Signature:

Full Name:

Business Name:

Date:



DESTINATION *I do* BOOKING FORM

Name:

Business Name:

Phone:

Email:

Address:

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BOOKING DETAILS	QTY	
Single Booth - \$400.00		\$
Double Booth - \$750.00		\$
Outdoor Activation - \$800.00		\$
Black Table Cloth - \$10 each		\$
White Table Cloth - \$10 each		\$
Power required (please circle)		YES / NO
Trestle table and chairs required (please circle)		YES / NO
Public Liability Certificate attached (please circle)		YES / NO
Food Handling Certificate attached (please circle)		YES / NO / NA

Please return to Lilly Mann via l.mann@southportsharks.com.au with signed Terms & Conditions

FOOD & BEVERAGE REQUIREMENTS FORM

Sharks Events Centre has the right for sale and distribution of food and beverage at the expo. Sharks Events Centre has a no food policy except for confectionery and cake that doesn't require refrigeration and is offered on a sampling basis only. For confirmation of product at the expo, please fill out the below form and return to Lilly via l.mann@southportsharks.com.au for confirmation prior to booking your stand.

Name:

Business Name:

Phone:

Email:

Address:

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Description of product:

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Is all product pre-packaged?

Do you hold a current Food Handling Certificate? YES / NO

Please provide a copy of your Food Handling Certificate with your booking. YES / NO