

WELCOME TO THE BRISBANE DISABILITY/ WORKABILITY EXPO

Thank you for registering for the Brisbane Disability Expo which includes the Brisbane WorkAbility Expo! The integrated expos run on both Friday 1st and Saturday 2nd November with the exception of the WorkAbility Consultation Zone and WorkAbility Workshops which will only be open on Friday 1st November. WorkAbility Expos are funded by the Australian Government Department of Social Services and are an initiative of ImpactInstitute. Below you will find important information regarding your participation in the Brisbane Disability Expo and/or Workability Expo.

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 - [Download here](#)
- **Promote** your involvement in the Expo. Prepare signage, merchandise, forms while at the Expo.
- **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** Depending your specific booking, an exhibition space will be provided in either/or on the combined exhibition floor and/or the WorkAbility Consultation Zone. Please note: All exhibitors must be present at all booths/spaces whilst the expo is open. For the exhibition floor you must be present at your booth/space on Friday 1st and Saturday 2nd November. If you only have a space in the WorkAbility Consultation Zone you must be present on Friday 2nd November. Inclusions are outlined [here](#)
- **Table** A (1.8m) trestle table with plain table cloth and 2 chairs per single booth/space *(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

WHAT YOU NEED TO KNOW

Booth Allocations. Booth allocations will commence **August 2024**. Once full payment is received and allocations have commenced, Exhibitors will receive a booth allocation link via email. From here, Exhibitors will be able to select from available booths that they have registered for.

Move-in/Move Out Time. MIMO form will be open on **18th September 2024 and closed on 10th October 2024** for both the Brisbane Disability Expo and WorkAbility Expo.

No-Smoking. All Brisbane Disability Expo and WorkAbility areas are smoke and vape-free.

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](#).

No Refund Date. Any cancellations after 2nd September 2024 will forfeit payment