



# Stallholders Guide 2025

The 'Living Well' Expo is coordinated by an interagency committee that volunteers their time and expertise to host this event. The Expo theme is once again 'Healthy Living for the Whole Community', with an emphasis on improving social connections and health outcomes.

We aim to provide information for people with a disability and/or chronic condition, and older people and their carers, through community awareness of, and access to, available supports and services. Event goals will be reached through targeting 'at-risk' groups, by inviting people with a disability and/or chronic condition, older people and their carers.

## Terms and Conditions/Rules and Regulations

Stall locations and all placement decisions are at the discretion of the committee.

### 2025 Terms and Conditions

For Work Health and Safety (WHS) reasons, and to ensure all exhibits are ready for our visitors, all stalls are required to be set up by 9:30am on **Wednesday, 6<sup>th</sup> August 2025**, unless prior approval has been given.

**ALL STALLHOLDERS MUST REMAIN SET UP UNTIL 3pm on 6<sup>th</sup> August 2025, unless prior approval has been received.**

Visitors are to be afforded access to exhibits all day and, as an identified WHS risk, allowed clear access to the exits on departure.

All stallholders and staff agree to adhere to all Event Risk Management Plans. A copy will be provided prior to the event and will be available on the day. It is the stallholders' responsibility to ensure that all staff are familiar with all aspects of the Risk Management Plan.

### Stallholder Site Set-up

This year's expo will be held at Coffs Harbour Showground Exhibition Centre - 123 Pacific Hwy, Coffs Harbour 2450. Entry is via the main gates, and parking is available on site. Drop-off can be made to the front entrance of the exhibition centre or to the rear of the building. More detailed information can be supplied to those requiring specialised access.

Please contact the committee to seek permission if you need to set up your stall late, or for any other queries about the Event Plan, noting:

- **Bump-in (i.e. set-up) time:** Tuesday, 5<sup>th</sup> August 2025 from 12pm to 3.30pm or Wednesday, 6<sup>th</sup> August 2025 between 8am - 9.30am \* Stallholders will be advised about what date they have been allocated (if this is not suitable, please contact Lynda Warwick [lyndawarwick@bluesky.org.au](mailto:lyndawarwick@bluesky.org.au) or on 0417 878 391.
- **Stallholders to be set up and ready to welcome visitors by:** 9:30am Wednesday, 6<sup>th</sup> August 2025.
- **Closing (pack-up) time:** Wednesday, 6<sup>th</sup> August 2025, from 3pm.



## Event Plan and Exhibitor Guide

Food/Menus	<p>BYO refreshments - food is allowed in the Exhibition Hall, healthy incentives are encouraged.</p> <p>Catering will be available on the day via vendors at stall holder's cost.</p>
Sales	<p>Some financial transactions, commercial trading or signing of contracts may take place on the day.</p> <p>Taking contact details for follow-up contact is acceptable.</p> <ul style="list-style-type: none"><li>• <i>There is no guarantee of any sales or profit from attending this event.</i></li></ul>
Map/Exhibitor Location	<p>A floor plan and numbered map will be provided to you prior to the event.</p> <p>On the day, visitors will receive a numbered map with a list of exhibits by table number, plus exhibit contact details.</p>
Power/WiFi	<p>Most sites will have access to power. We recommend you bring a powerboard.</p> <ul style="list-style-type: none"><li>• <i>Please advise at registration if you require a powered site, otherwise power cannot be guaranteed.</i></li></ul> <p>WiFi will not be available.</p>
BYO Tables/Chairs	<p>Please bring your own portable table and chairs for your stall. The committee is unable to provide suitable tables.</p> <ul style="list-style-type: none"><li>• <i>Table dimensions should not exceed the standard size of 1850cm long.</i></li></ul>

<b>Activities and Interactive Exhibits</b>	If you are providing an activity on the day or including interactive displays, you will need to supply Public Liability Insurance and any other requested information to expo organisers listed in the contact list, prior to the day of the expo.
<b>Volunteers</b>	Volunteers from a number of organisations will be present on the day, assisting community members and stallholders as needed. Please treat our volunteers with respect and courtesy. All volunteers will be wearing volunteer identification.
<b>Clean-up and Pack-down</b>	All stallholders will be responsible for the removal of all rubbish from their stall site. Garbage bins will be located throughout the venue. Stalls cannot be removed from site until 3pm on the day of the expo to ensure the safety of community members.
<b>Committee Contact List</b>	<p>Lynda Warwick: 0417 878 391  <a href="mailto:lyndawarwick@bluesky.org.au">lyndawarwick@bluesky.org.au</a></p> <p>David Thorpe: 0498 531 724  <a href="mailto:davidt@carersnsw.org.au">davidt@carersnsw.org.au</a></p>