



## About

Save the Date Wedding Expos offer all couples from Cairns, Port Douglas, the Atherton Tablelands, interstate and overseas the opportunity to come see the finest local suppliers our region has to offer in the wedding industry.

## Our Mission

We are dedicated to growing our local wedding industry, while raising funds for those in our community who need a helping hand.

## Our Charity

Since our beginning, we have donated over \$100,000 of funds to a range of community organisations and charities including REAP Food Rescue, Project Booya, FNQ Hospital Foundation, Fosters Carers, Autism Australia and local community grants.

## When & Where

The next event will be held on Sunday, 4th November 2018  
at the Hilton Cairns from 10:00am to 3:00pm

Contact Enquiries can be directed to  
Joanne Male, Event Director  
e. [info@savethedatecairns.com.au](mailto:info@savethedatecairns.com.au)  
p. 0423 534 416



## Exhibitor Information

There will be space for over 70 exhibitors and is on a first come/first serve basis.

We do have caps on how many suppliers per group (i.e. photographers, celebrants) so get in fast so you don't miss out.



## Space and Set up Information

- Backdrops + Displays - Backboards are not provided however, you are allowed to provide your own backboards, freestanding banners, easels, etc as long as they fit into your allocated space. You may not encroach on other exhibitor's space. There is ample room for one banner/easel per exhibitor. No pull up banners are to be placed on tables due to safety concerns. Please remember to respect your fellow exhibitors.
- Bump In/Bump Out - Exhibitors are encouraged to set up Saturday, 3rd November between 4.30pm and 8.00pm. Entry via the hotel porte cochere. There will be limited trolleys available, so please provide your own if possible.
- Show Ready – Exhibitor Spaces are to be ready and all cars moved offsite by 9:30am
- Power – Not all sites will be powered, please ensure you advise if you do require power on the day – Items which require power must be tested & tagged within the last 12 months
- Lunch Pack - Available for \$10.00 each and include a sandwich, piece of fruit, and bottle of water delivered to your stall.

## Advertising

This is a non-profit event and we will be using any free advertising we can, but we rely on you to help us spread the word! We will be providing you with logos and blurbs to share on your social media so please share and share some more! On our end we will be focusing on social media, signage around the city, radio, and print to build momentum! Remember to tell your clients to attend!

## Gift Bags

Gift Bags will be provided to the first 250 couples. We offer vendors who are unable to attend, the opportunity to place their promotional material/sample product in the bags for \$100.

We encourage all vendors to connect with the attendees by delivering your material directly to your audience. We offer the exhibitors the opportunity to place inserts in the bags for \$50.





## *Exhibition Costs and Inclusions*

### *Small Display*

\$285

Physical Area: 1.5m x 1.5m

Includes:

- Dry Bar/Table + Linen
- Access to Power (if required)
- Business listing on our website for 12 months
- Business mention on our Facebook & Instagram

### *Standard Exhibit*

\$425

Physical Area: 2.4m x 1.5m

Includes:

- 1.8m Trestle Table + White Linen + Chair as required
- Access to Power (if required)
- Business listing on our website for 12 months
- Business mention on our Facebook & Instagram

## *On The Day*

We have an Expo, jam-packed with wedding goodness....

Amazing Exhibitors, Bridal Couture, Competitions, Raffles and Give-aways!

Attendees can WIN some Amazing Prizes!!



## *Donations*

We cannot run our raffles without prize donations! Not only will these add value to our event, for your support, you will get the below for 12 months:

- Donations valued at \$50 or more - Bolded name & Logo on our supplier directory
- Donations valued at \$200 or more - Bolded name, Logo, and blurb on our supplier directory and a quarterly shout out on our social media
- Donations of \$500 or more - Top Listing in your category, Bolded name, Logo, and blurb on our supplier directory and a monthly shout out on our social media

## *Terms & Conditions*

PAYMENT is required with online booking to secure your site. Spaces are limited and will be allocated at the absolute discretion of the committee, but will consider your preferences

REFUNDS/CANCELLATIONS CANCELLATION BY VENDOR - Where the Vendor, a minimum of one calendar month before the event, cancels a booking, payment will be refunded minus a \$80 administration fee. Where a cancellation is notified to Save The Date less than one month before the event, payment will only be refunded minus \$80 administration fee, where Save The Date is able to re-let the space. Should any vendor's site remain unoccupied, Save The Date reserves the right to allocate the unused site to another vendor or use said space in any other manner Save the Date deems fit without any refund being payable to the Vendor.

CANCELLATION BY SAVE THE DATE - Where as a result of circumstances beyond our control, Save the Date cancels the event, payment(s) from the Vendor will be refunded in full, subject to a deduction for any costs, which have been incurred as a result of special requirements by the Vendor. Such refunds form the full extent of the Save the Date obligation to Vendor and no compensation will be payable by Save the Date for any loss which the Vendor may suffer as a result of the cancellation. In the event of a cancellation, the event will be rescheduled. Should the Vendor not be available on the rescheduled date, a refund will not be provided.

STALL SET UP, OPERATION, AND PACK DOWN - The Vendor may access their site(s) only at the bump in time given by Save the Date. If more time is required, then arrangements must be made in advance with the event organiser. The Vendor shall be solely responsible at its own expense for installing and dismantling its own materials and equipment. The Vendor shall repair any damage caused by their occupation of that site, at their cost and to return the space to the same condition as received. All Vendors must present and maintain their stalls in a professional, stylish, and clean manner at all times. Any boxes or packaging must be hidden from view and not impose on neighbouring vendors displays. Vendors must confine their displays and signs to their stall site and keep pathways clear for patrons and safety. Pack down must be completed by the bump out time given by Save the Date. No early pack down is permitted. No cars are to be parked in porte cochere for unloading of items. Parking is available off-site only. Save the Date requires that all Vendors park away from the venue to allow maximum parking spaces for guests. No signs, displays, posters or other material may be fixed to the walls of function rooms. Stallholders are not allowed to hand out branded bags. Official bags will be provided to registered couples at the front door. A maximum of three people staffing the booth at one time is allowed.

RUBBISH & CLEAN UP - The Vendor is responsible for the removal of all rubbish from their site. No cleaning of equipment is to take place at the event and no waste liquids such as grease or oil may be disposed of on site via drains and other means.

FIRE AND HEALTH & SAFETY REGULATIONS - The Vendor agrees to comply with local, city, and state law ordinances and regulations covering fire, safety, health, and other matters. All of the Vendor's equipment and materials must be located within the Vendor's allocated site and may not spread beyond the site unless agreed in advance with Save the Date team. All electrical leads must run safely away from patrons and pathways. Vendor's using gas or electrical appliances must have a suitable fire extinguisher or fire blanket on site. Open flame on small candles are allowed.

PRODUCTS AND EXHIBITS - Save the Date may at its sole discretion, restrict or prevent the display or sale of any items, and may require their removal from the premises. This reservation includes any person, thing, conduct, printed matter, or item of charter, which Save the Date considers objectionable for health or safety reasons, or discriminatory. No refunds or compensation will be payable by Save the Date for any loss incurred by a Vendor as a result of any restriction, which may be enforced.

SUBLETTING THE SPACE - The Vendor may not assign, sublet, or apportion the whole or any part of the Vendor's allocated site for any purpose unless agreed in advance by Save the Date. This includes having another business' printed material available who is not participating at the event.

LIABILITY EXCLUSIONS - Save the Date team will not be liable for any loss or damage to the Vendor's property from theft, fire accident, or any other cause beyond its control. The Vendor agrees to indemnify, protect, defend, and save an hold harmless Save the Date's directors, staff, volunteers, and contractors from all claims, demands, damages, and liability of whatsoever kind or character. By signing this agreement, the Vendor expressly releases the aforementioned from all claims for loss, damage, or injury.

INSURANCE - The Vendor shall carry and maintain during the period of the event including any move in or move out day(s), and at the Vendor's sole cost and expense, public liability insurance for a minimum of \$10,000,000. The Vendor must comply with all statutory obligations under the Workplace Health and Safety Act and any regulations made under it. The Vendor warrants that, by signing the contract, the Vendor will comply specifically with the insurance requirements of the agreement. The Vendor must provide current public liability insurance certificates when submitting their application. Failure to do so, the Vendor will be made exempt from the application process.

LICENSES - The Vendor is responsible for obtaining any proper licenses, which may be required to sell their products. Copies of any required food licenses must be submitted with their application if applicable.

PRODUCT SALES + SAMPLES - Sample giving and tasting is encouraged. The Venue will allow Vendor's to provide food samples of food only (no sale of food items will be permitted). Any Vendor providing tastings MUST advise Save the Date no later than 1 month prior to the event. The Vendor is required to advise a description of what they will be supplying. Food samples can be cooked onsite in the hotel kitchen, with prior approval and waiver signed. Please advise event organiser as early as possible to arrange necessary plans.