

Vendor Information Sheet

World Bonsai Convention Exhibition 2021

General information:

The Convention Trade Area Coordinator is Conrad Drake. Please make yourself known to him on arrival and before then, if you have any questions related to the Trade Area please email Conrad on vendors@world-bonsai-convention-2021.com

Tables will be supplied at a cost of AUD \$200 each per day, so AUD \$600 for the duration of the convention. This fee will allow you to go into the Demonstration Area but does not include meals.

Each vendor needs to have Public Liability Insurance to \$ 20,000,000 and supply a Certificate of Currency with their final table hire payment.

The AABC has been able to secure a price of \$ 71.50 (inc gst & stamp duty) for Exhibitor Public Liability insurance for vendors that do not have their own insurance cover.

During the last hour of the Thursday night Welcome Reception which is open to all delegates (from 8pm – 9pm) vendors will have the opportunity to open their stands, but this will not allow you to partake in the drinks and nibbles unless you register and pay \$ 80 p/p.

If you are a vendor from outside Western Australia, you may send your sales items to us for storage prior to the convention. If possible, we will assist you with goods to be moved from storage to the venue, and with vendors assisting each other. We will take all care with your items once we receive them but cannot accept any responsibility for them and suggest that the items be insured.

Event Location:

Crown Towers, Burswood

Hours of operation for Trade Area:

Thursday 14 Oct	8pm till 9pm	Welcome Reception attendees only
Friday 15 Oct	Delegates only 8am (Public 9am)	till 7pm
Saturday 16 Oct	Delegates only 8am (Public 9am)	till 7pm
Sunday 17 Oct	Delegates only 8am (Public 9am)	till 5pm.

Retail space information:

Each table will include a cover and we will provide one chair for each site. All goods need to be pristine clean. The area is carpeted. Any damage or cleaning of the carpet is your responsibility.

Bump in: Thursday 14 Oct from midday. Each Vendor will be allocated a specific bump in time. Setup of all sites is to be completed by 6pm.

Bump out: Sunday 17 Oct from 5.30pm – 10pm and Mon 18 Oct 8am – 12 midday
You will be responsible to leave your area clean. We will make provision for rubbish removal but please flat pack boxes. Any damage or cleaning of the carpet is your responsibility.

Cancellation:

There is an AUD\$100 non-refundable administration fee for any cancellation after 14 Jul 2021 and No refund for any cancellation after 14 Sep 2021 unless your space can be hired to another Trader.

Expression of Interest

Business name: _____

Contact person: _____ **ph no. ()** _____

Email address: _____

Principle products/items offered: _____

Number of Tables I am considering: _____ **Do you need Public Liability cover** **YES** or **NO**