

2025 NSW Seniors Festival Expo - Exhibitor Registration Form Preview

Contact Information

* indicates a required field

Privacy Notice

By submitting this Registration form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Primary Contact Details

Primary contact *

Title First Name Last Name

| | | |
|--|--|--|
| | | |
|--|--|--|

This is the person we will correspond with about this grant.

Position held in organisation *

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|--|
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|--|

e.g., Manager, Board Member or Fundraising Coordinator.

Primary contact email address *

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|--|

Must be an email address.

Primary contact phone number *

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| |
|--|

Must be an Australian phone number.

Secondary Contact Details

Secondary Contact *

Title First Name Last Name

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Position held in organisation *

e.g., Manager, Board Member or Fundraising Coordinator.

Secondary Contact Email *

Must be an email address.

Secondary Contact Phone Number *

Must be an Australian phone number.

Organisation Details

* indicates a required field

Organisation *

Organisation Name

For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

What type of organisation are you *

- ☐ Government
- ☐ Not for profit
- ☐ Profitable business / organisation

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |

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Main business location

Public Liability Insurance *

Attach a file:

Please provide a copy of your current Public Liability Insurance (minimum \$10,000,000 cover)

Organisation primary address

Address

Billing Address (if different)

Address

Organisation phone number *

Must be an Australian phone number.

Organisation Website *

Must be a URL.

Organisation blurb which may be displayed on the NSW Seniors Festival Expo Website. *

Word count:

Must be no more than 75 words.

Please choose your organisation's category. *

- ☐ Aged care
- ☐ In home care
- ☐ Retirement
- ☐ Community and not for profit
- ☐ Financial services
- ☐ Government services
- ☐ Health and wellbeing
- ☐ News and media
- ☐ Product and retail
- ☐ Travel

Stand Details

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* indicates a required field

Exhibition Details

Organisation Name (to be displayed on stand signage) *

Organisation Name

Please check spelling and grammar carefully

Please indicate if sale of products or services will be part of your exhibition stand. *

- ☐ Yes
☐ No

Please list the products, services, interactions, activations, activities and incentives you will be promoting at the Expo. *

Eg. Games, Freebies, Competitions, Audio visual (TV screens, iPads etc.) Surveys etc

Will your stand be handing out free items such as, but not limited to, pens, balls, hats, note pads, rulers etc *

- ☐ Yes
☐ No

Flooring - Would you like standard carpet flooring or specialised flooring for your stand? *

- ☐ Standard carpet flooring (Included in exhibitor stall cost. Colour chosen by Expo Coordinator)
☐ Specialised flooring eg. Wooden (additional cost)

Stand Catering - Catering is available through the ICC at an additional cost. Would you like the ICC to contact you regarding this option? *

- ☐ Yes
☐ No

ICC Permits - The ICC requires exhibitors to seek additional permissions if they want to include these elements in their stall. Will you include any of the following in your stall? *

- ☐ Not applicable
☐ Amusement rides or devices
☐ Live cooking
☐ Food and/or beverage sampling
☐ Medical activities - NB: ICC don't allow blood sampling
☐ Vehicle displayed at stall

NB: No lasers or naked flames allowed

Will your stall require any of the following from ICC. Additional costs apply. *

- ☐ Not applicable
☐ Banner hanging and rigging
☐ Specialised cleaning services

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- ☐ Internet services
- ☐ Phone services
- ☐ Utilities - additional to the included power

Exhibitor Freight

DB Schenker are our appointed contractor for the transportation of exhibitor freight.

DB Schenker will supply exhibitors with a door-to-stand freight service for the 2025 NSW Seniors Festival Expo.

Costs and inclusions

The movement of goods from the DB Schenker Warehouse to your expo stand is included in your exhibitor price.

Exhibitors will pay for the delivery of goods to the DB Schenker warehouse.

Exhibitors will pay for goods to be taken back to the DB Schenker warehouse following the expo, if needed.

Contact

To discuss freight movement costs, please contact DB Schenker on (02) 9333 0333.

DCJ does not take any responsibility for any lost, stolen, or damaged freight at the event.

Is your organisation interested in using DB Schenker to transport your freight to the Expo? *

- ☐ Yes
- ☐ No

The movement of goods from the DB Schenker warehouse to your expo stand is included in your exhibitor cost. Exhibitors will pay to transport goods from their organisation to the DB Schenker warehouse. After the Expo, exhibitors will pay to transport remaining goods and collateral back to their warehouse.

Please list the goods (specify quantity) you will bring to the Expo. Please note: Exhibitors will not have access to the ICC loading dock. DB Schenker will coordinate door-to-stand freight service. This cost is included in the exhibitor's package. Any goods being brought in by exhibitors on bump in day must be able to be carried or moved using a small trolley.

Package Details

Early bird prices offer ends Monday 4 November 2024

- **Package 1: \$6300 inc GST**
- **Early bird 10% discount \$5670**
 - 3m X 3m standard exhibition space.
 - Includes 1 trestle table, 2 chairs, 2 lights, exhibitor name signage, 4 amp power connection and standard carpet.
 - Custom build stand is at your own cost.

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- **Package 2: \$9300 inc GST**
 - **Early bird 10% discount \$8370**
 - 6m X 3m standard exhibition space
 - Includes 2 trestle tables, 2 chairs, 2 lights, exhibitor name signage, 4 amp power connection and standard carpet.
 - Custom build stand is at your own cost.
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- **Package 3: \$6400 inc GST**
 - **Early bird 10% discount \$5760**
 - **(Limited number of this package available)**
 - 3m X 3m standard exhibition space.
 - Includes 1 trestle table, 2 chairs, 2 lights, exhibitor name signage, 4 amp power connection and standard carpet.
 - Ten-minute live stage presentation at the 2025 NSW Seniors Festival Expo on both days.
 - Custom build stand is at your own cost.
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- **Package 4: \$9400 inc GST**
 - **Early bird 10% discount \$8460**
 - **(Limited number of this package available)**
 - 6m X 3m standard exhibition space
 - Includes 2 trestle tables, 2 chairs, 2 lights, exhibitor name signage, 4 amp power connection and standard carpet.
 - Ten-minute live stage presentation at the 2025 NSW Seniors Festival Expo on both days.
 - Custom build stand is at your own cost.

Please select your preferred exhibition package *

- ☐ Package 1: \$6300 early bird 10% discount \$5670
- ☐ Package 2: \$9300 early bird 10% discount \$8370
- ☐ Package 3: \$6400 early bird 10% discount \$5760
- ☐ Package 4: \$9400 early bird 10% discount \$8460
- ☐

Add an additional furniture package

Upgrade your stall to become a more inviting environment for your potential customers. Showcase your brand story, products and maximise exposure by adding one of the below furniture packages for your stall.

You can request additional furniture through the Harry The Hirer Portal. A link to the portal will be supplied to successful exhibitors in late 2024.

- Curved Counter Package
- Cafe Package
- Metro Lounge Package
- Bar tables and chairs

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- Specialised flooring
- Additional lighting

Would you like information about additional furniture packages? *

- ☐ Yes
☐ No

Are you interested in printed panels for your stall? These panels are displayed on the walls of your stand. Additional costs apply. *

- ☐ Yes
☐ No

Will you have a custom build stand? *

- ☐ Yes
☐ No

Interactive activities zones

This year we are looking for businesses and organisations to deliver interactive workshops for our expo attendees. Workshops could include, but are not limited to, plant potting, building and creation, cooking etc. This is a great opportunity to get hands on with Seniors and promote your business / organisation. Seniors also love to take home the things they have made and created at the expo.

Our zones for 2025 will be:

Sports Zone

Wellbeing Zone

Tech Hub

Building and Construction Zone

Community Connections Zone

Would your business / organisation like to deliver an interactive workshop? *

- ☐ Yes
☐ No

The exhibitor will supply all materials to run their interactive workshop.

Additional information

Please include any additional exhibitor information, questions or requests below

Agreement

*** indicates a required field**

Acceptance and Payment

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You will receive a confirmation letter by email once your organisation has been accepted as an exhibitor. Completing this form does not mean you are accepted in the expo.

Agreement

Your organisation agrees to:

- become an exhibitor at the 2025 NSW Seniors Festival Expo
- **pay the full exhibitor payment within 30 days of receiving your invoice.**
- adhere to the [terms and conditions](#)
- provide a copy of your current Public Liability Insurance (minimum \$10,000,000 cover) at time of application and an updated copy if necessary.
- Inform the 2025 NSW Seniors Festival Team of any proposed changes to the exhibitor's stand operations and activities.
- Have a member/s of my team at our stall on Wednesday 12 and Thursday 13 March 2025.
- Bump in our stall on Tuesday 13 March 2025 between 3pm and 6pm.
- Contact Harry the Hirer to order additional furniture, if required.
- Supply all staff attending expo bump in and out with a high visibility vest.
- All staff are required to have closed toe shoes for bump in, bump out and during the expo.
- Understand that no sharps, such as needles or blood test pricks, can be used any stand.

For all Expo questions, please contact Kate Bowtell, 2025 NSW Seniors Expo Coordinator, by email kate.bowtell@dcj.nsw.gov.au or phone Damien McCabe, 2025 NSW Seniors Expo Manager on 0476 651 101.

I confirm that I am authorised to commit to my organisation's participation as an exhibitor at the 2025 NSW Seniors Festival Expo at the Sydney International Convention Centre in Halls 3 and 4. *

I agree *

☐ Yes

☐ No