

Mental Health & Wellbeing Expo 2019

Stallholder Information

Thursday 10 October 2018 – World Mental Health Day
11am to 2pm
Garema Place (Petrie Plaza and City Walk, Civic)

- **What is the Mental Health & Wellbeing Expo?**

The Mental Health and Wellbeing Expo is an event to promote positive mental health and wellbeing within the community.

It also brings service providers working in the health and community sectors together to promote their services, network and celebrate the work that we do. The expo offers an opportunity for stallholders to attend and promote their service via a stall.

- **When and where will it be held?**

The Mental Health & Wellbeing Expo will be held in Garema Place (City Walk and Petrie Plaza in Civic).

The expo will open to the public at 11am and close at 2pm.

Bump in will take place from 10am to 11am.

Bump out will take place from 2pm to 3pm.

Exhibitors need to be set-up and ready by 11am.

This is an outdoor event.

Paid parking is available at the Canberra Centre.

<http://www.secureparking.com.au/car-parks/australia/act/canberra/canberra-centre>

- **What will be provided?**

- One covered marquee
- Access to a 3m x 3m space
- One trestle table with two chairs
- All stalls are approximately 3m wide.
- Access to a sausage sizzle provided by Tuggeranong Men's Shed

- **Is there access to power/ electricity?**

No – there is no access to power during the three hour event.

- **What do we need to bring on the day?**

- Promotional material
- Copy of your organisation's Insurance Certificate
- Table cloths
- Branded merchandise
- Banners/a-frames (please label your banners with contact details)

We encourage stall holders to be innovative to enhance visitor engagement. Please feel free to contact us to discuss how you can make your stall interactive.

Please note that promotional material cannot be affixed to any nearby trees and all waste generated must be removed from the site and not placed in the public bins.

- **What if it is bad weather?**

A decision as to whether the event proceeds will be made at the latest by 10am on the day of the event in bad weather. Please note that in accordance with ACT Government requirements the event will be cancelled if there are strong winds.

- **What if there is a medical emergency?**

In the event of a medical emergency please contact the first aid officers who will be wearing a badge featuring a red cross. Alternatively, please visit the Mental Health Month ACT tent at the expo.

- **Is there a cancellation policy?**

As there is a limited number of stalls available and a waiting list of stallholders wishing to attend the event, please advise us no less than 72 hours prior to the commencement of the event.

- There is no cancellation fee if notification is provided both in writing and via phone more than 72 hours prior to the commencement of the event.
- If cancellation is provided less than 72 hours prior to the start of the event, or your organisation fails to turn up, then a cancellation fee of \$300 may apply.

For further info please contact: Maddie 6249 7756/ communications@mhccact.org.au