**Mental Health & Wellbeing Expo 2019**

**Stall Registration Form**

Stallholder registrations must be received by 5pm, Friday 27 September 2019.

**Organisation Details**

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| --- |
| Organisation: |
| Agency contact name: |
| Phone:  | Email: |

**Details of the stall attendees on the day**

|  |  |
| --- | --- |
| Name: | Name: |
| Mobile: | Mobile: |
| Email: | Email: |

**How would you identify your service?** e.g. Mental Health, Wellbeing, Drug and Alcohol, Health, Women’s Health, Legal, Youth, etc.

|  |
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|  |

**Please explain what you will be doing on the day and any special requirements. e.g**.display of promotional materials, activities, blood pressure checks, art therapy.

We encourage you to make your stall interactive. For ideas, please give us a call.

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|  |

**Size of Organisation**

Please tick the following regarding the size of your organisation.

|  |  |  |
| --- | --- | --- |
|  | **Size/ type of organisation** | **Fee** |
|  | My organisation has four or more full-time employees | $120 |
|  | My organisation has less than four full-time employees | $60 |
|  | My organisation is run by volunteers | No charge |

MHCC ACT accepts payments via bank transfer or cheque. For information and bank transfer details, please contact Evelyn on (02) 6249 7756 or admin@mhccact.org.au.

**Insurance Certificate**

Please tick the following regarding public liability insurance.

If you are a volunteer-run organisation, we may be able to organise your insurance coverage.

|  |  |
| --- | --- |
|  | **Do you have public liability insurance of a minimum of $10M?** |
|  | No – we do not. Can you please help us access insurance. |
|  | Yes we do and I have provided a copy of our current insurance certificate. |

**Cancelation 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 cancelation fee if notification is provided both in writing and via phone more than 72 hours prior to the commencement of the event.
* If cancelation is provided less than 72 hours prior to the start of the event, or your organisation fails to turn up, then a cancelation fee of $300 may apply.

**Authorisation**

**Please ensure the appropriate staff member signs the below to acknowledge the associated fees and cancelation policy.**

**Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and position of person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return completed registration forms to:** communications@mhccact.org.au

**Applications close at 5pm 27 SEPTEMBER 2019**

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