

# WELCOME TO THE WOLLONGONG WORKABILITY EXPO

Thank you for registering in our Wollongong WorkAbility Expo! The Wollongong WorkAbility Expo will run on Tuesday, 3rd December 2024 with a WorkAbility Consultation Zone and WorkAbility Workshops. WorkAbility Expos are funded by the Australian Government Department of Social Services and are an initiative of ImpactInstitute. Below, you will find important information regarding your participation in the expo:

## WHAT YOU NEED TO DO

- Pay** invoice by due date and read terms and conditions *(A booth cannot be allocated until full payment is received)*
- Supply** your public liability certificate  
*(only supply a current certificate that will cover the dates of the expo period including the move in day)*
- Download** expo collateral - [Download here](#)
- Promote** your involvement in the Expo. Prepare signage, merchandise, forms while at the Expo.

## WHAT WE PROVIDE

- Booth** An exhibition space within the Workability Expo. Inclusions are outline [here](#)
- Table** A (1.8m) trestle table with plain table cloth and 2 chairs per single booth/space  
*(please note: Power outlets are limited throughout the venue space. The limited number of outlets will need to be shared)*
- Program** A detailed program with booth locations, information and a detailed map
- Exposure** A layout that encourages participants to easily move around and visit all booths
- Vouchers** Free coffee/tea vouchers

## WHAT YOU NEED TO KNOW

**Booth Allocations.** Booth allocations will commence **September 2024**. Once full payment is received and allocations have commenced, Exhibitors will receive a booth allocation link via email. From here, Exhibitors will be able to select from available booths that they have registered for.

**Move-in/Move Out Time.** MIMO form will be open on **21st Oct 2024 and closed on 11th Nov 2024**.

**No-Smoking.** All WorkAbility areas are smoke and vape-free.

**Cancellation Policy.** All cancellations must be submitted formally via email. In the event that the organisers receive a request for cancellation prior to 2 months before the event date, a credit note will be issued for the full value of the booking. The credit note can be applied to any future booking for an event run by the organiser within the next 18 months. In the event of a cancellation within two months of the nominated event, no credit applies and 100% of the booking fee will be forfeited refund.

See [terms and conditions](#).

**No Refund Date. Any cancellations after 3rd October 2024 will forfeit payment**