



TORONTO WORKERS CLUB

Dear

Thank you for your interest towards our Seniors Week Expo at Toronto Workers Club on **Monday 18th February 2019**. We have had a great response from local businesses about the event and we believe it will be a very successful day.

Important Dates

Friday 25th January – Bookings Close

Thursday 31st January - Completed booking form and payment received

Monday 18th February - The Expo will be on from 10am till 3pm.

(It is expected that your stall site is manned for the whole duration of this period.)

Payment

Cost of a Stall is \$50 and required on booking.

This can be made by bank transfer to

Toronto District Workers Club

BSB - 062822

Account No. 00530069

Cash payments can be made at reception or a cheque made payable to Toronto District Workers Club mailed to 9 James Street, Toronto. NSW 2283.

Stall site set up:

- Your stall site to be set up and ready to do by 9.30am on the day.
- On the day access will be from 8.30am (please be here before 9am)
- You are welcome to set up your site between 3-6pm on Sunday the 17th February
- Our club auditorium will be secure and locked outside of these times.

Presentations:

We will have 5 – 15min time slots windows available throughout the day. Your business is most welcome to host a presentation or demonstration on stage.

Presentation times will be allocated closer to the date once all businesses involved have been finalized.

Prizes or Donations:

If your business wishes to giveaway a prize on the day in the form of a lucky door prize or raffle to patrons, we can also assist you with this (the club offers a random number generator and raffle ticket books). If you wish to do this, please let us know prior to the day.



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Resources Provided:

Toronto Workers Club will be providing each stall site:

- 1 x 1800mm x 800mm table with 2 chairs
- Electricity is available but limited, and offered on a first come first serve basis. The businesses who have notified us already that they require electricity will have first preference. We do ask you to bring a power board if possible.
- Lectern, data projector and microphone for those businesses who wish to hold a presentation on stage
- Expo MC to continually promote and spruik businesses throughout the day

Businesses are required to bring:

- All merchandise, collateral etc that they wish to utilize to promote their business on the day as part of their stall
- Power boards if you require multiple points of electricity
- Laptop if you wish to hold a presentation on stage

Marketing/Advertising

The Club will advertise the expo and associated businesses leading into the expo and for the duration of senior's week. This will be completed by internal and external media, including website, social media, print and radio.

We do ask that each business assists in promoting and advertising the expo by use of supplied club artwork and information via their digital and print media methods. Marketing material will be available from late January 2019.

Please send a high resolution logo, contact details and a brief about your stall to marketing@torontoworkersclub.com.au to be included in all marketing and advertising via club website and social media.

We will be allocating stall sites and numbers closer to the event when we have finalized businesses attending. If you have any further questions, please don't hesitate to contact myself on 4959 2011 or mobile 0438 286 626 or via email Kayceec@torontoworkersclub.com.au

We thank you again for your interest towards our Seniors Week Expo and we look forward to seeing you on the day.

Bookings close 25th January (unless sold out prior).

Kind Regards

Kaycee Conboy
Events Manager



TORONTO WORKERS CLUB

REGISTRATION FORM

TORONTO WORKERS CLUB SENIORS EXPO 2019

Please complete and return form to Kaycee Conboy, Events Manager
Full payment is due upon confirmation of booking

BUSINESS NAME	
CONTACT NAME	
PHONE	
ADDRESS	
EMAIL	
WEBSITE (if applicable)	
FACEBOOK PAGE (if applicable)	
REGISTERED ATTENDEES	
DESCRIPTION OF GOODS TO BE PROMOTED / SOLD	
WOULD YOU LIKE SOME STAGE TIME FOR A DEMO / PRESENTATION	IF YES – HOW LONG AND DESCRIBE
SPECIAL REQUESTS / DONATIONS*	Against wall, power, giving a lucky door prize etc
SET UP PREFERENCE	DAY BEFORE / DAY OF



TORONTO WORKERS CLUB

Registration Form Continued

PAYMENT METHOD	CASH / CHEQUE / EFT CREDIT (please complete below)
DATE PAID	RECIPT NUMBER / EFT REFERENCE

Toronto Workers Club reserved the right to advertise business names, websites and Facebook pages. No personal information will be used in advertising. If you do not wish to have your business name, website or Facebook page advertised, please note your concern in the special request section.

*Note special requests will be dealt with on an indivial basis and cannot be guaranteed.

I _____ hereby declare the information in this booking form to be correct at the time of sending.

Signature

Date

CREDIT CARD PAYMENT	
NAME ON CARD _____	VISA / MASTERCARD
CARD NUMBER _____	EXPIRY ___/___ CCV _____
TOTAL AMOUNT _____	AUTHORISED SIGNATURE _____
Receipt to be sent to the following: _____	
