

INFORMATION FOR VENDORS:

Vendors Dates: Thursday 20th August, 6-9pm, Friday 21st August, 10am – 5pm, Saturday 22nd August, 10am - 5pm, Sunday 25 August 10am – 5pm

Symposium Venue: Cafe 2 Function Room, Level 2, 194-204 Pitt Street, Sydney 2000

Access: *The venue is located in central city location and as a result there is no long term parking, venue accessibility and space challenges to deal with. Please think about this as you pack your materials/products.*

- Street access from Pitt Street through to main entrance of City Tattersalls Club. There is no goods lift.
- There is only 1 passenger lift in the lobby..
- There is no loading dock, only loading zone parking directly outside of the Club. Manager of Club advised with circumstances of this kind, double park your vehicle making sure you are accompanied by a helper to unload and leave on kerbside with helper. Park vehicle at parking station.
- MAANZ volunteers will be on hand to assist
- Vendors to supply own trolleys to move materials/product.

Operational Times:

Vendors' tables to be manned and operational before and after Symposium sessions, during morning & afternoon breaks & lunch for Symposium attendees

MAANZ will:

- Provide final Symposium Program to all vendors
- Provide vendors a list of all workshop materials required by participants prior to Symposium.
- Send an invitation via email and the MAANZ facebook page to non-symposium attendees to invite them to purchase products on Sunday 25 August. Vendors are encouraged to invite local clients too.

Rate: 3 Day / Table Only - \$330

- Includes morning & afternoon tea & lunch - as provided to Symposium attendees

Vendor tables are located in the Cafe 2 Function Room, level 2.

- The Cafe 2 Function room will be used for all morning & afternoon teas as well as a meeting place for Symposium attendees.
- The Cafe 2 Function room will be locked each evening and vendors are permitted to store their products in the locked room but MAANZ accepts no responsibility for security

Set Up: Thursday 20 August – 2pm

Pack Up: Sunday 23 August – 8pm

Shared Tables:

- Vendors can share a table with another vendor to split costs and time manning the table.
- All vendors on a shared table must be an existing business, with an ABN and a genuine mosaic supply or service business.

General Information:

- Each vendor will be supplied with one table - size 180cm x 98.5cm - to showcase their products and to conduct transactions.
- Tablecloths not supplied.
- Vendors may bring a small table to provide more display
- Vendors are not to damage walls when displaying promotional material.
- Vendors are responsible for manning their table and the security of their products on display.
- MAANZ accepts no responsibility for security.
- Vendors are required to supply their own payment facilities for transactions (including credit card)
- All vendors must be an existing business, with an ABN and a genuine mosaic supply or service business.