Integrated Disability Action

08 8948 5400
office@idainc.org.au
www.idainc.org.au
PO 645 Nightcliff NT 0814
U4 18 Bauhinia St, Nightcliff NT 0810

STALLHOLDER REGISTRATION FORM

Alice Springs Disability Expo 2026

Stall pricing per location

IDA corporate member - $170 +GST
Non-member - $220 +GST

Credit card payments are accepted over the phone, please note there will be a 1.4% surcharge added.

Would you like to become an IDA member? Please tick this box ☐

Stallholder Details

Business Name	
ABN	
Contact Name	
Address	
Phone number	
Email	
Website	
Social media addresses	
Access to Powered Site	☐ Yes ☐ No **IDA members have priority to powered sites, non-members will be placed on a waitlist. IDA cannot guarantee powered stalls for non IDA members.**
Do you have any access needs on the day?	
Certificate of Insurance	Please attach Company's **Public Liability Insurance Certificate** to email with completed STALLHOLDER REGISTRATION FORM
Sponsorship	Please tick the box for more information ☐

Information for Marketing and Directory

Hi-Res Logo image (no PDF)	Please attach high resolution company logo to email with completed STALLHOLDER REGISTRATION FORM

Brief description of services provided (150 words maximum)

TERMS & CONDITIONS

2026 Alice Springs Disability Expo booking agreements

1. Introduction

This document outlines the terms and conditions for participating in the 'Alice Springs Disability Expo' (ASDE) to be held on Thursday August 13th, 2026 at the location: Alice Springs Convention Centre. By booking a stall, being a sponsor, making payment, or participating as a vendor or volunteer, you agree to comply with these terms and conditions.

2. Event Details

Alice Springs Disability Expo

Location: Alice Springs Convention Centre

Date: Thursday 13th August 2026

Time: 11.00 am – 2:00 pm

Bump-In from: 8:30am (must be fully set up by 10:15am)

Bump-Out: 2:00pm (must be fully packed down by 4pm)

3. Stall Information

Stall Location: Stall locations will be assigned based on accessibility requirements and event layout provisions. A mud map of the stadium with stall locations will be provided no later than one week before the event.

Stall Size: Each stall measures 3m x 2.5m and accommodates a standard trestle table.

Stall Set-up: Stallholders are responsible for providing all tablecloths, banner displays, signs, and stall merchandise unless these requirements have been discussed and agreed upon during the registration and booking agreement process. Tables and chairs will be provided by IDA, however the vendor's full stall set-up must be contained within the allocated space to the Exhibitor.

Accessibility and Inclusion: Stalls must be set up considering accessibility and inclusion. Please ensure wheelchair and mobility access to the tables are not obstructed, use easy-to-read marketing material, and consider auditory and sensory needs. Feedback for future improvements is welcomed.

4. Responsibilities

Stallholders are expected to arrive well in advance to allow ample time for bump-in, setup, and preparation for attendees' arrival at the event's start. The stall must be staffed at all times, preferably by 2 people.

Marketing: The event branding and marketing will be provided by IDA by a month or more prior and distributed by various vendors. Stallholders are encouraged to promote the event on social media and business platforms, tagging @Integrated Disability Action Inc. (IDA) to facilitate mutual promotion. Stallholders agree that they will use IDA's marketing materials and where they would like to self-promote, all materials will be sent to IDA before being posted.

Marketing Content Provided by Stallholders: By providing marketing content, stallholders authorise us to use the content across our platforms for event promotion. Stallholders retain ownership of their content, and Integrated Disability Action Inc. (IDA) does not claim any property rights to the content.

5. Data Collection

Stallholders are requested to distribute a survey to relevant contacts during and after the event. The survey aims to gather feedback and market research to improve future events and better reflect the disability community's needs.

6. Insurance

Stallholders are required to provide a valid Public Liability Insurance Certificate.

7. Sales

As this is a **FREE** community event centred around accessibility and inclusivity, sales are not permitted to ensure all attendees' equity.

8. Packaging & Bags

Stallholders may provide their packaging and bags to attendees for merchandise collected on the day. However, IDA is not responsible for providing these items.

9. Event Staff & Volunteers

Event staff and volunteers will be available on the day to manage capacity and flow. They will be identifiable by the 'Integrated Disability Action' t-shirt and/or lanyard, with First Aiders clearly marked.

10. Bump-in & Bump-out

Stallholders must refer to the specified times for bump-in and bump-out. A two-hour window for bump-in is provided to accommodate setup time needs. Stallholders are expected to be fully set up no later than 45 minutes before the start of the event.

Stallholders agree to remove all rubbish, packaging and any items leftover from their stall at the end of the day, and dispose of these properly, including recycling where possible, in the bins provided. Please consider the amount of 'giveaways' you offer, and the environmental impact of single-use plastics.

11. Occupational Health & Safety (OH&S)

Detailed OH&S guidelines and a mud map of the stadium layout will be provided no later than one week before the event.

12. Weather

The event will proceed regardless of weather conditions, except for a cyclone or other adverse weather event..

13. Cancellation Policy

Cancellations made up to 4 weeks before the event will receive a 50% refund of the amount paid. Cancellations made within 4 weeks of the event without a suitable transfer to another provider/organisation will be non-refundable.

14. Event Cancellation or Postponement

In the event of unforeseen circumstances necessitating event cancellation or postponement, IDA will provide as much notice as possible. Refunds for cancellations initiated by IDA will be processed within a reasonable timeframe.

15. Booking Agreement and Indemnification

a. By booking a stall, paying, or participating as a vendor or volunteer, you acknowledge that you have read and agreed to these terms and conditions. Upon receiving the invoice, the Exhibitor shall make full payment within 14 calendar days from the invoice date unless otherwise agreed upon in writing.

Failure to make the payment within the specified time frame may result in the termination of the exhibiting space held for the Exhibitor. All costs include GST.

b. The Exhibitor must provide a valid certificate of currency for Public Liability Insurance that remains current during the date of the Expo. The certificate should name the Organiser and the Expo venue as additional insured parties.

c. The Exhibitor agrees to indemnify and hold harmless the Organiser, its employees, agents, contractors, and subcontractors from any claim, cost, demand, liability, or damage (including legal costs, professional costs, and other expenses on a full indemnity basis) incurred by the Organiser, its employees, agents, contractors, and sub-contractors arising out of or in connection with (but not limited to):

- Any breach of these terms and conditions by the Exhibitor.
- The Exhibitor's use and attendance at the Expo.
- Any injury or damage sustained due to any act or omission of the Exhibitor.
- Any damage to the Expo venue or any goods located at the Venue caused by the Exhibitor.

The Exhibitor acknowledges and accepts responsibility for any loss or damage caused by the Exhibitor's personnel or representatives during the Expo period.

16. Agreement

By booking a stall, paying, or participating as a vendor or volunteer, you acknowledge that you have read and agreed to these terms and conditions, the Expo guidelines, and any additional rules or regulations set forth by the Organiser.

17. Contact Information

Please email office@idainc.org.au or phone (08) 8948 5400 for questions or clarifications.

☐ I hereby agree to the organisers' full terms and conditions

☐ I hereby agree to being invoiced for stallholder reservation

Name: _____

Signature: _____

Date: _____

Please return your registration form to office@idainc.org.au or PO Box 645, Nightcliff, NT, 0814

For Office Use Only:

Date Registration Received	Date Invoice Required/Provided	Date Payment Received/ Receipt provided
Sponsorship Information provided/follow up required	Date Stall allocated & Applicant advised	Insurance Provided