

Orange Sustainable Living Expo



EXHIBITOR PACK

Sunday

21 September 2025

Orange Showground

9am-2pm

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Introduction

Orange Rotary and Orange City Council are working in partnership to manage the 2025 Sustainability Expo.

The Orange Sustainability Expo will be conducted as one of the events for Orange Sustainable Living Week which will be held from 21 September to 28 September 2025. The Expo will be held on Sunday 21 September at the Orange Showground, commencing at 9am and concluding at 2pm. The Sustainability Expo is a great opportunity for exhibitors to demonstrate and promote their sustainable products & services.

FOR MORE INFORMATION, CONTACT:

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The Rotary Club of Orange Inc-
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The Expo

PROMOTION

The Orange Sustainable Living Expo 2025 promotional campaign will be extensive and will include television, press, radio, posters, social media and public relations.

KEEPING IT SUSTAINABLE

Orange Sustainable Living Week Expo aims to minimise our impact on the environment. Help us by minimising your waste and water use. Use green power where possible. Consider reducing consumption & reusing resources, printing on recycled paper and offsetting your travel to and from the event. Recycling bins will be supplied.

SETTING UP DISPLAY

All displays must be set up between 7.30 and 8.00am on Sunday 21 September 2025.

DISMANTLING

Displays cannot be dismantled until after 2.00 pm on Sunday 21 September and must be dismantled by 5.00 pm on Sunday 21 September 2025. Please advise the Event Coordinator by phoning on 0429323464 if you require extra time to dismantle or set up your display.

OPENING HOURS

The event will be open to the general public from 9.00am to 2.00pm on Sunday 21 September.

EXHIBITORS PARKING

Parking for Exhibitors is available at the Orange Showground. No vehicles will be allowed to move onto the display site during opening hours to the general public.

ON SITE DEMONSTRATIONS

Exhibitors are encouraged to demonstrate their products within their allocated display area.

POWER, WATER AND OTHER SITE REQUIREMENTS

There is limited power available at the site. Power leads must be supplied by the exhibitor and must carry a current safety tested tag. It is the responsibility of the exhibitor to install power surge devices and or insurance to cover power surges.

FOOD

Food will be available for purchase on site from 9.00am on Sunday 21 September provided by Orange Rotary Club and other vendors.

RUBBISH COLLECTION

Please assist us in keeping the event sustainable. Minimise your waste and consider its recycling potential. Bins located around the site include: Red- Waste Yellow-co-mingled recycling, Green - Food and Organics.

IN CASE OF EMERGENCY

In the case of an emergency the emergency evacuation site is the western side of Orange Showground. The Fire Brigade, Police and Ambulance will be notified of the event and First Aid officers will be available on site.



Terms & Conditions

The aim of the Orange Sustainable Living Expo is to promote sustainability in our community. For an Exhibitor to participate in this event the following legally binding terms and conditions are to be met.

Exhibitor means the person, business or entity that applies to exhibit at Orange Sustainability Expo. and that person's, business' or entity's officers, employees, representatives, contractors, agents.

OSLEX means "Orange Sustainable Living Expo" and the officers, employees, members, contractors, volunteers, representatives or agents of the Orange Sustainability Expo.

Event means the Orange Sustainable Living Expo event held on 21 September 2025 inclusive.

BECOMING AN EXHIBITOR

1. OSLEX has sole discretion to accept or reject an Exhibitor Application for the Event.
2. OSLEX has sole discretion in the allocation of and placement of Exhibitor sites at the Event.
3. The exhibitor must pay the full Exhibitor fee by Monday 8 September 2025. If not, OSLEX may cancel the Exhibitor's participation in the Event.
4. If the Exhibitor gives OSLEX written notice that it wishes to cancel its application before Monday 8 September 2025, OSLEX will refund the full exhibitor fee.

INFORMATION PROVIDED BY THE EXHIBITOR

5. Each exhibitor must provide OSLEX with the following written details by 8 September 2025:

a) Proposed products or services to be displayed, retailed or promoted at OSLEX.

b) Any specific / additional requests (subject to availability) such as:

- Specific site requirements such as full sun, power etc
- Access to water
- Stand layout

Please note that OSLEX will endeavour to meet specific/ additional requests however these requests will be subject to availability and may be subject to additional costs to the exhibitor. Any additional costs will be advised to the exhibitor prior to the event.

6. The exhibitor represents and warrants that the goods and services being exhibited at OSLEX are created with minimum environmental impact.

USE OF THE SITE

7. The exhibitor shall only have a nontransferable, revocable licence to occupy the site during the period of the event subject to these terms and conditions.
8. The exhibitor must not assign or sub-let or part with possession of the whole or any part of the exhibitor site without prior written consent by the OSLEX Event Manager.
9. OSLEX will ensure that the exhibitor has access to the venue to set up / erect displays / pull down at times designated.
10. The exhibitor must complete setting up all displays and the Site ready for public viewing by 9.00am on Sunday, 21 September 2025 and the display must remain intact until 2.00 pm on Sunday 25 September 2025. If the Exhibitor fails to set up or occupy the Site by these times, then OSLEX may occupy the site without releasing the Exhibitor from any liability or refund any Exhibitor Fees.

11. OSLEX will inspect each site prior to opening to ensure all requirements have been met and that each exhibit is in a safe and habitable condition. If an exhibit is deemed unsafe, OSLEX reserves the right to close the exhibit and request the exhibitor to rectify the problems as soon as possible and practical. Exhibitors are subject to pedestrian and emergency service access. OSLEX will direct the exhibitor when they can safely access their exhibit. The exhibit may not reopen until OSLEX is satisfied that all concerns have been rectified.

12. The exhibitor must not leave their site unsupervised between 9.00am and 2.00pm on the 21 September 2025

13. The exhibitor will ensure that the displayed products are contained within the Site area allocated. Products placed outside the area will need to be re-located (if required) to ensure pedestrian and emergency access.

14. There may be space adjacent to site area allocated for parking of vehicles or trailers. Parking of vehicles / trailers etc will be the sole responsibility of the exhibitor and must comply with relevant parking conditions / times etc. These vehicles must be in place by 8am on Sunday 21 September

15. The exhibitor must keep the Site in a clean and safe condition during the event and at the end of each day the exhibitor must clean its Site to the satisfaction of OSLEX.

16. Exhibitors must not use amplifiers or loud speakers at the Sites. OSLEX reserves the right to regulate or prohibit any exhibitor or activities that may detract from the atmosphere or amenity of the OSLEX or adjacent exhibitors / Businesses.

17. OSLEX may enter any Site or area of the event and remove any article, sign, picture or printed matter, which OSLEX considers is not eligible or appropriate for display or may cause offence or is not within the spirit of OSLEX.

18. By 5.00 pm Sunday, 21 September 2025, unless alternative arrangements have been made, the exhibitor must completely pack up the Site and remove any displays, plant or equipment or other material from the Site and the surrounding area. The exhibitor must not pack up the site prior to 2.00pm on the 21 September 2025 and Vehicle movements will be strictly scheduled for the load in and load out.

19. If exhibitor displays, plant or equipment or other material are not removed from the Site by 5.00pm on Sunday 21 September 2025, the exhibitor will be liable to pay OSLEX a storage fee of \$200 per item per week for as long as OSLEX stores them. If the Exhibitor does not collect the item by 21 October 2025, the exhibitor will be deemed to have abandoned the item and the exhibitor agrees that the item passes to OSLEX and OSLEX may deal with the item as it wishes, including selling it and retaining proceeds of the sale.

INSURANCE AND INDEMNITY

20. The exhibitor must have in place insurance cover for public liability and product liability of at least \$10,000,000 per claim for at least the duration of the Event and for one month afterwards. The exhibitor must provide a copy of their certificate of currency with their application.

21. The exhibitor:

- a) Retains all risk in any items displayed at the site or the products of the exhibitor used at the event and;
- b) Is responsible for arranging all appropriate insurances for such items and;
- c) Releases OSLEX from all liability for the safety or security of the Sites or any loss of or damage to any items displayed / stored at the Site or the products of the exhibitor used at the event, whether caused by theft or willful act, accident or negligence, fire, flood or any other event and;
- d) Accepts all responsibility for and shall hold OSLEX fully indemnified against any loss, damage, claim or cost (including legal costs on a full indemnity basis) caused by or in any way related to any act or omission of the Exhibitor in connection with the exhibitor's participation in the Event, including damage or injury to any person or property caused by an activity, machine, implement or apparatus and;
- e) Undertakes to conform with the requirements of any law regulating the exhibitor's activities in connection with the event (including any Act, Regulation, By-Law or Ordinance made by any Government, Semi Government or Local Government Authority) such as Laws relating to the erection of structures, displays, demonstrations, trade and commerce.

22. OSLEX will not be liable to the Exhibitor for any special, consequential or indirect loss or damage or loss of anticipated revenue or lost profits, regardless of the form of action (including negligence).

CANCELLATION AND TERMINATION BY OSLEX

23. If OSLEX cancels or postpones the Event, OSLEX may terminate this contract by giving the exhibitor written or verbal notice. If OSLEX cancels the Event, OSLEX shall refund fees paid to OSLEX within one month of the decision to cancel the event. OSLEX will not be liable to the exhibitor for any compensation whether on the grounds of loss or profits or otherwise in respect of such cancellation or postponement.

24. If OSLEX considers that the Exhibitor is in breach of any of these terms and conditions (including where

the exhibitor has provided misleading information in its application form or does not occupy the Site during the full period of the Expo) OSLEX may terminate this contract by giving the exhibitor written or verbal notice, and without limiting the rights of OSLEX or the exhibitor's liability, OSLEX may re-allocate the Site and retain any money paid by the exhibitor in relation to the Event.

GENERAL

25. OSLEX reserves the right to amend any of these terms and conditions at any time without prior notice to the exhibitor; however OSLEX shall use all reasonable efforts to ensure that a current version of these terms and conditions are available on the Orange Rotary Club website (www.rotarycluboforange.org.au) at all times.

26. The exhibitor agrees to abide by any reasonable directions given by OSLEX or legal authority during the event.

27. Where these terms and conditions anticipate OSLEX giving an approval or consent, or exercising its judgement, OSLEX may do so in its absolute and sole discretion and subject to any terms determined by OSLEX. OSLEX is not obliged to give reasons for giving or withholding its consent or for giving its consent subject to these terms and conditions.

28. Please assist OSLEX by minimising your waste. As a suggestion, you may ask your printer to print your brochure or other material using eco-friendly paper and vegetable or soy inks. Recycle bins will be provided by Orange City Council at the event.

29. The OSLEX event will comply with any relevant COVID requirements current at the time of the event and exhibitors must comply with those requirements.



Exhibitors Booking Form

Orange Sustainable Living Expo
21 September 2025

Business details

Exhibitor / Business Name:

Contact Name:

Position Title:

Address:

Contact number 1:

Contact number 2:

E-mail:

Website:

Exhibit details

Type of Exhibitor:

Business

Community Group

Government Department

Education Institution

Other (please specify)

Please provide a brief description of products/information to be displayed:

General Exhibitors, number of sites required:

4m x 4m (Other site sizes by negotiation with organising committee.)

Electric Vehicle Exhibitors, number of vehicles to be exhibited:

Will you be conducting any short demonstrations (<10 mins) within your allocated site:

Yes No

If yes, please provide details:

Do you wish to conduct a workshop or talk at the event:

Yes No

Please provide details of your proposed workshop (limited spots available and approval required by the Rotary Club of Orange):

Fees

Exhibitor Site Fees: \$50.00 per site/per electric vehicle exhibited. Payment: Orange Rotary Club will invoice you on receipt of your Exhibitors Booking form. Payment required by Monday 8 September 2025

Agreement

I warrant that I have obtained public and product liability insurance (at least \$10,000,000) in respect of the occupancy of this space for the duration of the expo.

I understand a copy of the certificate of currency for that insurance is required at time of full payment

I understand and agree to the Terms and Conditions under which this application for an Exhibitor site is made.

Name:

Position in Organisation:

Signature:

Date:



DESIGNED IN-HOUSE AT ORANGE CITY COUNCIL