



STALL HOLDER REGISTRATION FORM
(Spaces limited and will be allocated on a first in – first served basis)

Tuesday 5 June 2012
Brisbane Convention & Exhibition Centre

Company Name	
Contact Name/ Position	
Email	
Postal Address	
Phone	

I understand that:

- My stall will be set up by 4.45pm, 5 June 2012
- Bump out must be conducted from 8pm, and concluded by 9pm, 5 June 2012 *(see following Information Sheet for more information)*
- I will bring an additional guest to take part in the Showcase

BSB will supply a dry bar and space for 1 x pop up banner.

You are to supply: pop up banner, promotional collateral, laptop/Ipad

(please note all electronic devices must operate on its own power source)

Stall cost is **\$295**, payable on registration to guarantee a space.

PAYMENT OPTIONS (PLEASE TICK):

- Cheque** of: \$_____ is enclosed (mail to PO Box 2001, South Bank Qld 4101)
- Electronic Funds Transfer** to BSB: 124 001 Account: 20179235

SIGN:

DATE:

Office use

Stall allocation:

Colour code:



SHOWCASE

INFORMATION SHEET

Business South Bank Showcase event

Date: **Tuesday 5 June**

Venue: **Brisbane Convention & Exhibition Centre**

Running Order

3.00pm	Room open for bump in
4.45pm	All stalls to be set up
5.00pm	Event commences, guests arrive and provided with a showcase passport. Drinks and canapes served.
5.40pm	Barton Green, BSB Chair, starts official proceedings and explains format of the event
5.55pm	Stall holders to move to their respective stalls
6.00pm	Showcase open. Guests start visiting stalls. Every five (5) minutes a bell will ring indicating it is time to change stalls. Guests must visit at least one stall in each colour coded section (as designated on the passport).
7.00pm	Signal is given that the showcase is finished.
7.05pm	Barton Green thanks all for participating and invites everyone to stay for drinks and canapes.
8.00pm	Bump out can commence
9.00pm	Bump out to conclude