



A division of Inner Solutions Australia Pty Ltd  
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## Terms and Conditions

These Terms and Conditions refer to bookings between the applicant applying for a booth, reading room booth, stage or workshop presentation position, afterwards referred to as: the applicant

and

Inner Solutions Australia Pty Ltd, afterwards referred to as: the organiser

### 1. Services provided by the Organiser

1.1. Booth hire fee covers the following services:

- Booth hire on the day of the fair
- Advertising and Promotions through various media and social media
- Inclusion of booth information on the [www.naturaltherapiesandgifts.com.au](http://www.naturaltherapiesandgifts.com.au) website

### 2. Booth Hire

2.1. **Standard booth is 'Roughly' 2m x 2m. Open Plan** no dividing screens are provided. 2 x Trestle Tables, 2 x chairs. No Electricity to booth.

2.2. Booth positions and table orientation are determined by the organiser and are subject to change without notice. We reserve the right to amend the venue floor plan if required by the venue owners, if emergency exits are blocked or for any other reason including trip hazards and OH & S. Floor plan decisions on the day of the fair are final and at the discretion of the organiser.

### 3. Booth Holders

3.1. **Limited to 2 staff per booth.** Booth holders will be given a blue wristband to wear so our staff recognise you. These will be given to you on the day.

3.2. Booths are to be staffed at all times. Do not leave your booth unsupervised, if you do leave your booth unstaffed, you do so at your own risk and the organiser will not be held liable for any potential loss. You are responsible for your possessions and any goods under your care. The organiser is not liable or responsible for any loss or theft.

- 3.3. If you require staff to do a quick drop off /pick up for you, any such person must sign in and sign out at front desk and obtain a visitors wristband.
- 3.4. **Declaration of Services and/or products.** You have advised us on your “Expressions of Interest” Form ALL of the products and services you are selling, speaking about, promoting or offering. Nothing outside of the scope of these products and services listed on your expressions of interest form will be allowed. If necessary you will be asked to remove items not advised on your expressions of interest form. If you need to make an amendment or omitted to state an item, please advise the organisers in writing, minimum 4 weeks out from the fair date for its consideration.
- 3.5. We reserve the right to remove or stop any behaviour, items or person (s) that we deem inappropriate to the successful running of the fair. All products / services must relate to the theme of the fair as determined by the organiser.
- 3.6. You are responsible for any damage you cause to the venue. Any waste must be removed at the end of the day. Any costs incurred by the organiser as a result of your actions, will be passed on to you.
- 3.7. Only new products may be sold on your booth. No second hand items are to be sold.

#### 4. Psychic Reading Room - Reader's Table Hire

- 4.1. **Open Plan** no dividing screens are provided. 1 x Table, 2 x chairs.
- 4.2. Reader's positions are determined by the organiser and are subject to change without notice. We reserve the right to amend the venue floor plan if required by the venue owners, if emergency exits are blocked or for any other reason including trip hazards and OH & S. Floor plan decisions on the day of the fair are final and at the discretion of the organiser.
- 4.3. **Limited to 1 staff per table.** Readers will be given a blue wristband to wear so our staff recognise you. These will be given to you on the day.
- 4.4. Tables are to be staffed at all times. (Except when lunch and toilet breaks are required). You are responsible for your possessions and any goods under your care. The organiser is not liable or responsible for any loss or theft. Please take valuables with you when you are away from your table.
- 4.5. We reserve the right to remove or stop any behaviour, items or person (s) that we deem inappropriate to the successful running of the fair.
- 4.6. You are responsible for any damage you cause to the venue. Any waste must be removed at the end of the day. Any costs incurred by the organiser as a result of your actions, will be passed on to you.
- 4.7. All readings start on the hour and half hour. Please ensure that you stick to the time slot for your readings as there may be another reading following the one you are completing. We do understand that readings sometimes go over. In the event that you are running up to half an hour behind, we will be required to remove time slot(s) for readings, for you to catch up, if it is practical.

- 4.8. When you arrive at the fair, please let our front desk know if you require a half hour break at any time during the day, so that we can block this out for you.
- 4.9. The organiser's will be taking bookings and payment at the front desk, and via the website, [www.naturaltherapiesandgifts.com.au](http://www.naturaltherapiesandgifts.com.au), prior to the day. All readings are 25 minutes.
- 4.10. Your customers will receive a receipt of payment which must be given to you prior to the reading.
- 4.11. Keep your receipts and bring them to the organiser's front desk at the end of the day and exchange receipts for payment.
- 4.12. The organiser's will ask you to sign for receipt of delivery of your payment.

## 5. Workshop Presentations

- 5.1. Presentations are conducted on the hour, and can last up to 50 minutes duration, with ten minutes for setup and windup.

You must vacate the room on time, to allow the next workshop presenter to begin their presentation. A table will be set up outside the room for you to continue to chat with interested parties.

- 5.2. Participation is free to the public, after admission fee to the fair has been paid.
- 5.3. Up to two people included in cost.
- 5.4. If you wish to have business cards / flyers on the information table, please set them up prior to your workshop. Also after your workshop, please leave the room to make way for the next presenter. Take all of your promotional material with you at the end of your workshop.
- 5.5. Workshop luminaries must be at the venue ½ hour prior to their workshop. Failure to do so, results in cancellation of your agreement with the organiser.

## 6. Stage Presentations

- 6.1. Presentations are for 25 minutes duration.
- 6.2. Stage luminaries must be at the venue ½ hour prior to their presentation. Failure to do so, results in cancellation of your agreement with the organiser.

## **7. Food and Drink**

- 7.1.** Food and drink must be brought from the Club for lunches and morning and afternoon tea. Please eat away from your reading table to maintain professionalism of your business and to ensure that you are not interrupted during your lunch break.

## **8. Noise Control**

- 8.1.** Surrounded by many other booth holders in an open plan setting, can occasionally create an issue with sound. Please ensure that any Music, Tibetan or Crystal Bowls, other sounds are kept to a suitable level for your booth area, so as not to interfere with the other booths around you.
- 8.2.** The organisers have psychics on stage throughout the day, as well as dancers and musicians. There will be times when the music during dancing and musical performances is loud to provide a vibrant atmosphere.
- 8.3.** Softer music will play throughout the day to create atmosphere if the stage is empty.

## **9. Presentation**

- 9.1.** It is up to each booth holder to provide what they require to present their business in the most professional manner, within the space provided to you. Professional banners, business cards, signage, flyers, the use of colour, 2 staff running your booth all present your business in a way that is appealing, professional and interesting to customers.
- 9.2.** You must provide a suitable cover for your table(s).
- 9.3.** Height restriction for promotional material is limited to 2.5m.
- 9.4.** Promotional material must not interfere or restrict access or view of other booths.
- 9.5.** Promotional material and goods display must be safe and not present any danger to the staff, public or other booth holders.
- 9.6.** All advertising material and goods to be sold must remain within booth boundaries. Displays of advertising outside your booth area will not be permitted. (Except brochures or business cards on the promotional table).

## **10. Safety Issues**

- 10.1.** Incense is not to be burnt on the day of the fair as it has the potential to set off smoke alarms. Ear candling and smoke machines are also prohibited.

## 11. Food and Drink

- 11.1. Food and drink must be brought from the Club for lunches and morning and afternoon tea. If you sell a food / drink product, it cannot be consumed in the club and you must advise the purchaser to only open it once off the club premises.

## 12. Payment methods

- 12.1. The more payment methods you have to sell your products the greater likelihood of sales. Ensure you have plenty of change for cash sales and consider credit card transactions.
- 12.2. You are responsible for your cash / credit card facilities. The organiser is not liable or responsible for any loss or theft. Booths must be staffed at all times.

## 13. Insurance

- 13.1. Current Public and Products Liability Insurance must be held to participate in the fair (s). A current certificate must be emailed to the organiser **prior** to participation in fair (s). (Unless held already by the organiser). Potential booth holders will not be permitted to participate in the fair if they do not have liability insurance.
- 13.2. The organiser accepts no responsibility for any loss or damage to property of any exhibitors from any cause whatsoever.
- 13.3. The applicant agrees to indemnify the organiser from and against all claims, demands, remedies, suits, injuries, damages, losses, costs, liabilities, actions, and the like arising as a result of negligence on the part of the applicant, or any other person or group connected with the applicant.

## 14. No Exclusivity

- 14.1. Whilst we endeavour to have a wide selection of Booth Holders / Readers, Workshop and Stage Presenters for various therapies, readings, services and gifts, there are no exclusive rights. There may be other practitioners, readers or booth holders selling similar / same products / services as you.

## 15. Registration and Fees

- 15.1. Booth registration and payment **within 14 days** of the issue date of these terms and conditions/invoice will secure your position at the fair. Once full payment has been received, your details will be added to the website and facebook to advertise your products and / or services at the fair. Invoices will be sent twelve weeks out from the fair date. Full payment must be made by **six weeks out** from the fair date.

## 16. Cancellation Policy

- 16.1. Fees are NON REFUNDABLE once payment and registration is made. Payments do not carry over to other fairs. Fees are NON TRANSFERABLE.

- 16.2.** All fees must be paid by the due date. Failure to do so will result in **automatic cancellation** of your business attending our fair at **four weeks out**, which will then be allocated to a business on our waiting list.
- 16.3.** If the applicant fails to attend the event they will incur a penalty fee of 100% of the site fee payable to the organiser.

## **17. Bump In**

- 17.1.** Set up must be carried out on the morning on the festival. Bump in / Bump out time will be advised closer to the event. Your table(s) and two chairs will be there when you arrive. A map will be available at the venue to show you, your booth position. Your business name will also be on your table.
- 17.2.** All booths must be complete and ready to trade by the fair's opening time. Arrivals after opening will not be permitted to set up.
- 17.3.** No advertising or other material to be placed outside your booth area or on walls. The use of drawing pins, staple guns or any fastening material on walls is prohibited.
- 17.4.** Please ensure all packing boxes, etc. are out of view to the public. When you have set up, look around your booth to ensure there are no tripping hazards. If you are asked by our staff to remove an item, or move it, you will be required to do so, to ensure safety of our visitors and fellow booth holders.
- 17.5.** All electrical extension cords must be taped down on the floor to ensure safety and eliminate tripping hazards.

## **18. Promotional Table**

- 18.1.** We provide a promotional table near the entrance to the fair for you to place your flyers and business cards. These are only available for the applicant's business that is participating in our fairs. Do not add business cards or flyers for other businesses, as they will be removed. Information on the table must match what you have listed on your expressions of interest form or they will be removed.
- 18.2.** At the end of the day collect any remaining flyers / business cards.

## **19. Bump Out**

- 19.1.** Booth are not to be dismantled or packed up until **after closing of the fair**. All sites are to be left clean upon departure, this includes removing all waste.

## **20. Electricity**

- 20.1.** Standard booths are not powered. If you require electricity an additional fee will be charged. Power can only be supplied if it is safe to do so and complies with the requirements of the venue operator.

**20.2.** You are required to bring your own extension cord and power board. These must be in safe working condition. These must be taped down on the floor to ensure safety and eliminate tripping hazards.

## **21. Promotion by the organisers**

**21.1.** The organiser and its employees / contractors / volunteers use your name and photographs in all forms and media for advertising, marketing and any other lawful purposes for the Connections Fairs promotions.

**21.2.** The organiser does a wide range of advertising and promotion for the fairs (print, web based, industry based, social media, letter box drops, etc)

## **22. Promotion by you**

**22.1.** Promotion by you helps to build up the potential number of visitors to the fair. We ask that you promote yourself and the fair to clients, family, friends and colleagues. We will also provide you with flyers for your place of business, if requested. **Remember**, the more people you tell about the fair, the more people who will come on the day. You can make a difference to the overall fair numbers, so shout it out and everyone will benefit. Share our posts, like our posts, create your own posts, and invite people to the fair from our event page on facebook.

**22.2. Booth holders are asked to promote the fair in any / all of the following ways:**

- Facebook       Website       Clients, friends, colleagues       Other \_\_\_\_\_
- Email to database       Instagram
- Ask for 100 flyers to distribute       Ask for digital image to promote fair

## **23. Photography**

**23.1.** The organiser takes photos / videos throughout the day to promote Connections Fairs on our website, facebook and for general purpose advertising of the fairs. All photos / video taken on the day remain the property of the organiser.

## **24. Admission to Fair**

**24.1.** We reserve the right to refuse admission to any exhibitor or member of the public if deemed necessary for any reason.

## **25. Volunteers and Staff Members of the organiser.**

**25.1.** Volunteers and staff are on hand to provide information and directions as required by the organiser. They assist with ticket sales, reader tasks and other tasks as required.

**25.2.** Volunteers and staff cannot assist with carrying, loading, unloading or assisting you with your booth as this is outside their scope and against workplace safety requirements.



## 26. Professionalism

**26.1.** Please ensure that you only advertise therapies that you are suitably qualified and insured for.

## 27. Force Majeure

**27.1. No liability for Force Majeure Event.** Neither party will be liable for failing to perform its obligations under these terms and conditions as long as the failure is triggered by something beyond its reasonable control.

**27.2. Definition:** An 'event of Force Majeure' means an event or circumstance which is in the nature of 'Force Majeure' including, but not limited to, fire, flood, storm, accidents, earthquakes, riots, explosions, wars, hostilities, labour disputes and industrial actions, electrical power failure, which prevent a party from complying with its obligations under this agreement, and which that party:

- 1) did not cause
- 2) Cannot control or influence
- 3) Could not have prevented, foreseen or avoided.

**27.3. Effect.** In the case of 'force majeure', the organiser is obliged to inform the exhibitor of the full or partial impossibility of holding the event, and, in the case of it being entirely impossible to hold the event, to refund a partial cost, equivalent to club hire fees divided by number of booth holders and readers designated to the event. (Refund excludes costs already incurred in association with advertising and marketing the event).

## 28. Limited Liability of Organiser

**28.1.** The liability of the organiser is limited to the cost of the booth fees paid by the booth holder for the day of the fair.