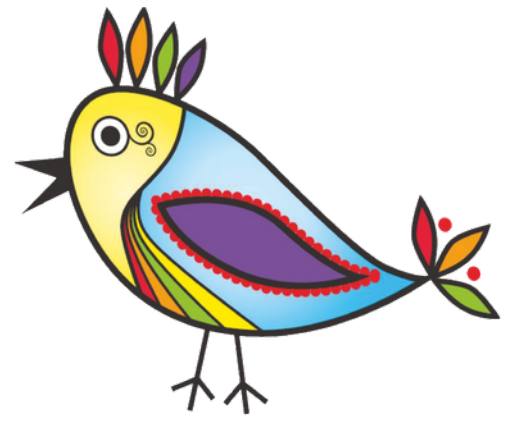


The logo for the Living Well Expo features the text "LIVING WELL EXPO" in white, bold, sans-serif capital letters. The text is set against a vibrant orange splash shape that overlaps a blue and green background. The blue background has a curved, wave-like pattern, and the green background is a solid, lighter shade.

LIVING WELL EXPO



Stallholders Guide, 2026

The Living Well Expo is coordinated by an interagency committee that generously volunteers its time and expertise to deliver this event. This year's Expo theme is 'Get Involved in the Community', with a strong focus on strengthening social connections and improving health outcomes.

The Expo aims to provide people with a disability and/or chronic condition, older people and carers, with information about available supports and services, while increasing community awareness and accessibility.

Event goals will be achieved by actively engaging and inviting 'at-risk' groups, including people with a disability and/or chronic condition, older people and carers.

Terms and Conditions/Rules and Regulations

Stall locations and all placement decisions are at the discretion of the committee.

2026 Terms and Conditions

For Work Health and Safety (WHS) reasons, and to ensure all exhibits are ready for our visitors, all stalls are required to be set up by 9:30am on Wednesday, 13th May, unless prior approval has been given.

ALL STALLHOLDERS MUST REMAIN SET UP UNTIL 2pm on Wednesday, 13th May, unless prior approval has been received.

Visitors are to be afforded access to exhibits all day and (as an identified WHS risk) allowed clear access to the exits on departure.

All stallholders and staff agree to adhere to all event risk management plans. A copy will be provided before the event and will be available on the day. It is the stallholders' responsibility to ensure that all team members are familiar with all aspects of the risk management plan.

Stallholder Site Set-up

This year's expo will be held at Coffs Harbour Showground Exhibition Centre - 123 Pacific Hwy, Coffs Harbour 2450. Entry is via the main gates, and parking is available on site. Drop-off can be made at the front entrance of the exhibition centre or at the rear of the building. More detailed information can be supplied to those requiring specialised access.

Please contact the committee to seek permission if you need to set up your stall late, or for any other queries about the event plan, noting:

- **Bump-in (i.e. set-up) time:** Tuesday, 12th May from 12pm to 3.30pm. If this is not suitable, please contact Claudia Rigg: claudiarigg@bluesky.org.au or 0437 757 500.
- **Event day:** Wednesday, 13th May 2026 - Stallholders to arrive from 8.30am and be set up and ready to welcome visitors by 9:30am .
- **Closing (pack-up) time:** The expo will formally conclude at 2pm on Wednesday, 13th May 2026. Stallholders are able to bump out from 2.15pm.



Event Plan and Exhibitor Guide

<p>Food/Menus</p>	<p>BYO refreshments - food is allowed in the Exhibition Hall. Healthy incentives are encouraged.</p> <p>Catering will be available on the day via vendors at stallholders' cost.</p>
<p>Sales</p>	<p>Some financial transactions, commercial trading, or signing of contracts, may take place on the day.</p> <p>Taking contact details for follow-up contact is acceptable.</p> <ul style="list-style-type: none"> • <i>There is no guarantee of any sales or profit from attending this event.</i>
<p>Map/Exhibitor Location</p>	<p>A floor plan and numbered map will be provided to you before the event.</p> <p>On the day, visitors will receive a numbered map with a list of exhibits by table number, plus exhibit contact details.</p>
<p>Power/WiFi</p>	<p>Most sites will have access to power. We recommend you bring a powerboard.</p> <ul style="list-style-type: none"> • <i>Please advise at registration if you require a powered site - otherwise power cannot be guaranteed.</i> <p>WiFi will not be available.</p>
<p>BYO Tables/Chairs</p>	<p>Please bring your own portable table and chairs for your stall. The committee is unable to provide suitable tables.</p> <ul style="list-style-type: none"> • <i>Table dimensions should not exceed the standard size of 1850cm long.</i>

<p>Activities and Interactive Exhibits</p>	<p>If you are providing an activity on the day or including interactive displays, you will need to supply Public Liability Insurance and any other requested information to expo organisers listed in the contact list, before the day of the expo.</p>
<p>Volunteers</p>	<p>Volunteers from a number of organisations will be present on the day, assisting community members and stallholders as needed. Please treat our volunteers with respect and courtesy. All volunteers will be wearing volunteer identification.</p>
<p>Clean-up and Pack-down</p>	<p>All stallholders will be responsible for the removal of all rubbish from their stall site. Garbage bins will be located throughout the venue. Stalls cannot be removed from site until 2.15pm on the day of the expo to ensure the safety of community members.</p>
<p>Committee Contact List</p>	<p>Claudia Rigg: 0437 757 500 claudiarigg@bluesky.org.au</p> <p>Tessa Douglas: 0477 521 641 tessadouglas@bluesky.org.au</p> <p>David Thorpe: 0498 531 724 davidt@carersnsw.org.au</p>