



**NATURAL PREGNANCY AND
PARENTING DAY
SUNDAY 9th FEBRUARY 2020**



BOOKING FORM

Company/organisation	
ABN No.	
Contact name	
Postal Address	
Phone number	
Email	

Please tick which you are applying for:

- Stall in the main hall (staffed, with power. For selling merchandise, products and services) \$100
- Doula speed-dating table (includes listing on HNSW website) \$40
- Demonstration/workshop (available if booking a stall)

Please describe the services your business/organisation provides:

Which areas of Sydney do you service?

Please describe the items you will be selling at your stall (if applicable)

Stallholder information:

- Stalls will be set up inside the main hall at Brush Farm House (the space is air conditioned).
- Stallholders must arrive at the venue between 8:30am and 9:30am on the day of the event. Parking is available at the back of the venue and vehicles must be unloaded and moved to the overflow parking at the Brush Farm Corrective Services Academy by 10am at the latest.
- Stallholders are to bring their own extensions cords, table covers and signage. Tables and chairs will be provided.
- Stalls must be set up by 11am in time for the first
- Stallholders are to make themselves familiar with the emergency evacuation procedures displayed around the venue.
- Stallholders must provide a copy of their public liability insurance (for not less than \$20,000,000) at the time of booking.
- In the lead-up to the event, HNSW will be advertising stallholders on social media in general posts about the event. Each stallholder will receive at least one post specifically about their business and the services/products they will be offering on the day, with a link to their social media accounts or website.

Doula speed-dating information:

- This event will take place indoors in one of the rooms at the front of Brush Farm House.
- Doulas will be seated at tables around the room and visitors can spend 3 minutes with each doula to ask questions and discuss their services. An organiser will notify visitors when the 3 minutes are up and they can move to the next table. At the end of the event, doula's can continue to answer additional questions from visitors and hand out information/take bookings.
- Included in the cost for this event is a listing in the doula section on the Homebirth NSW website.
- Doulas may choose to wear a name badge (provided by the organisers) which identifies them as a doula so people can approach them on the day to discuss their services.
- In the lead-up to the event, HNSW will advertise doulas who have registered for the speed-dating event on social media in general posts about the event. In these posts we will include a link to the doula section of the HNSW website where people can go to view doula profiles and contact information.

Demonstration/workshop information:

- Demonstrations and workshops will take place indoors in one of the rooms at Brush Farm House.
- The number of attendees will be limited to 30 due to the size of the room.
- Demonstrations and workshops are available free of charge to those who have a stall organised for the main hall.
- Due to the small size of the room, sound equipment is not required.
- Demonstrations can be 30 or 60 minutes in duration.
- In the lead-up to the event, HNSW will advertise demonstrations/workshops in social media posts detailing the content covered with a link to the company's social media pages or website.
- A program of demonstrations/workshops will be developed and released on social media and printed on flyers displayed around the venue on the day of the event.

Booking information:

- Bookings can be made by completing this form and sending to admin@homebirthsydney.org.au
- Please submit a copy of proof of payment with your completed booking form.

Payment information:

- Full payment is due upon booking.
- Please deposit funds into the Homebirth NSW bank account: BSB: 062-257 Account number: 10172779. Please put your business name in the description.

Cancellations:

- Cancellations can be made up to 2 weeks prior to the event. If we can find a similar business to take your place before the event, 50% of your booking fee will be refunded.