



## Flexitime Event Stand Guidelines

Dear Participant,

Thank you for considering joining our Limerick Wellbeing Series events! To ensure a smooth setup, please note the following:

### **What's Provided:**

- You are provided with a space of size **3m x 3m (10ft x 10ft) NOT A GAZEBO.**

### **What You Need to Bring:**

- Your own Gazebo sized **3m x 3m (10ft x 10ft)**
- Your own table sized **6ft or similar**
- Branded materials (banners, flyers, business cards)
- Your Flexitime store QR code on display to give customers quick access to your Flexitime store's products and services.
- Table covering/cloth
- Extension leads (if using electrical devices)
- Any product samples, displays, or promotional items

### **Setup & Breakdown:**

- **Setup:** July 13th @ 10am
- **Event Time:** 12pm - 5pm

**Please arrive at 10am to begin setting up your stand.**

**Please note you must provide proof of insurance at least 1 week prior to the event.**

**Refunds are also in place up to 14 days prior to the event.**

We look forward to seeing you there!

*Flexitime Team*