



## TERMS & CONDITIONS OF APPLICATION

Please read the following conditions of application prior to completing your application form. By signing the Expression of Interest Form you are accepting these conditions of application.

**APPLICATION ASSESSMENT** – This form is an application only and does not guarantee you a spot at the Expo. If your application is successful, you will be issued an invoice. Payment of your invoice will secure a stall site at the Expo. Payment must be made in full by the due date specified on the invoice.

The **Disability Expo** organiser reserves the right to refuse any stall booking and no correspondence will be entered into.

- **Site Fee: \$25 for Not-For-Profit groups; \$50 for Commercial (Profit) businesses.** All proceeds go to a Local Community Group. Failure to pay your site fee by the given date will mean you will forfeit your site. **NOTE: Volunteer groups do not have to pay a fee.**
- **Any profits from this event will be awarded to a nominated local community group, which will be announced after the event.**
- **Cancellation: No refunds will be made within 7 days of the event.**
- Proof of current Public Liability Insurance **must accompany** this application form.
- The allocated site is to be used only and solely for the purpose specified on the application and by the person or organisation to which it has been allocated.
- Stalls must stay in place and remain operational until the conclusion of the event.
- Stall sites consist of one 1.8m table and two chairs.
- The Vendor will ensure that their site is staffed at all times.
- The Vendor must comply with all statutory obligations under the Workplace Health and Safety Act and any regulations made under it, Safe Food (Qld) and any regulations made under it, the Electrical Safety Act 2002 and any regulations made under it, the Dangerous Goods Safety Management Act 2001 and any regulations made under it and any applicable Advisory Standards, Industry Codes of Practice or Australian Standards which apply in Queensland.
- **ELECTRICAL EQUIPMENT FOR LEADS** - The Vendor is required to provide their own extension leads and ensure that all items have been **INSPECTED AND TAGGED** (and they are in date) by a licensed electrical contractor. No double adaptors are to be used (power boards are acceptable). Very limited power points are available on the side and back walls only and must be requested at time of booking.
- **Emergency** - In the case of an emergency, event organisers will direct all site holders and patrons to a designated area. Upon this direction, all site holders must cease service immediately and follow the orders of the Event Emergency Warden, Deputy Warden or Precinct Wardens. Please make yourself aware of the emergency assembly areas by referring to the map. An Emergency plan is prepared and will be implemented in case of an emergency within the boundaries of the Event.



- All sites must be kept clean and completely free of rubbish during trading and when the stall site is vacated at finish of event.
- Attaching posters or banners on the walls of the hall is not permitted.
- EQUIPMENT – All equipment, including power leads for IT, brought into the event is to be the full responsibility of the vendor. The **Disability Expo** takes no responsibility for any loss or damage to any stock or equipment during the event.
- The **Disability Expo** and **Terry Young MP** reserve the right to use the Stallholders and staff name/photograph/image/audio recording/video recording and likeness in all forms for the purposes of advertising, media publicity and publication on, but not limited to - internet websites, social media, broadcasts and any other publications released by the **Disability Expo** and **Terry Young MP**.

**Expressions of Interest applications close 5pm, 22<sup>th</sup> November 2024**

Please return to: Email [terry.young.mp@aph.gov.au](mailto:terry.young.mp@aph.gov.au) or PO Box 42, Caboolture QLD 4510

**I hereby acknowledge, I have read and I agree to the Terms & Conditions of the application document.**

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date