



Townsville Plant and Garden Expo

Lions Club of Townsville Central Inc.



C/o Wesley Ryman
Garden Expo Administrator
PO Box 749 Castletown Qld 4812
PH: 0419 745 931
Email: wesandbec1@bigpond.com

Exhibitor Registration

Business Name

Name of contact

Phone Number

Email

Site Frontage

3M

6M

9M

Marquee

Yes

No

Tables

1

2

3

4

Chairs

2

4

6

8

Electricity

Yes

No

Signature

Name / Position

Date

To secure your site at the 2017 Townsville Plant and Garden Expo, please email your booking form and Insurance certificate of Currency to Wesley Ryman: wesandbec1@bigpond.com.

Fees are:

Deposit	\$50	Per Marquee	\$60
3M	\$200	Per Table +2 Chairs	\$10
6M	\$375	Electricity	\$10
9M	\$550		

Non-refundable deposit is payable by 30 June 2017 with balance to be paid by 31 July 2017. Payments outstanding after these dates may render the booking unconfirmed and may result in your loss of deposit. Payment methods are listed in the attached conditions.



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TERMS AND CONDITIONS (Exhibitors and Entertainment)

Payments and Refunds

The Lions Club of Townsville Central Inc. herein referred to as The Organiser encourages all exhibitors to read the following Terms and Conditions.

Payments can be made by direct debit to:

Bank: National Australia Bank
BSB: 084 766
Account No: 154 331 945

Please site your business name as the description.

Payment may also be made by cheque or money order (PLEASE DO NOT SEND CASH) to:

Name: Lions Club of Townsville Central Inc. – Garden Expo
Address: PO Box 749
Hyde Park Qld 4812

Cancellation of Booking, prior to close of business 4th August 2017 , will receive a full refund of payment less \$50 deposit.

The event will proceed regardless of weather and refund will only be given for non attendance at the Organiser's sole discretion.

Exhibitors who present the organiser with a contact for a new exhibitor which results in payment of deposit will receive a refund of \$25 per new exhibitor secured.

Insurance

The policy of Townsville City Council is that exhibitors must provide proof of Insurance to a minimum of AU\$20,000,000.

Certificate of currency must be provided with your completed booking form.

Any exhibitor not insured to that value will need to contact The Organiser on the afore-mentioned email address at time of booking to discuss available options.

Safety Requirements

The Organiser reserves the right to refuse/exclude an Exhibitor from taking any action or using any equipment that may jeopardise the health and safety of any person with in the event.

All electrical equipment to be used must be tested for electrical safety prior to being brought to site. Directions given by on-site electrician are to be followed at all times.

Speed limit on Council land is 30 kph. Speed limit when moving vehicle within fenced area is strictly walking pace.

Vehicle movement inside the venue are to ceased by no later than 7.30 am both days of the event. Vehicles requiring movement during the vent operating hours must be escorted by The Organiser or a delegate appointed by the Organiser.

Vehicles will not be allowed to move into the event for pack up or bump out until 10 minutes after event has been closed to the public.

Where possible, vehicles should be operated on designated pathways.



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Other vehicles, such as bicycles, rollerblades, skateboards or other are not permitted to be operated during the event unless approved by The Organiser prior to the event.

Consumption of alcohol and/or illicit drugs is prohibited at all time within the event.

Smoking is only permitted within designated areas. No glass is to be used within the venue.

General Requirements

Waste is to be discarded in accordance with the appropriate Legislation and Regulation. Facilities are available on site for garbage disposal.

Animals, other than assistance dogs, are not permitted inside the venue.

Camping and fires are not permitted inside the venue.

Advertising and signage must fit wholly within your allotted site and is not permitted to be attached in any way to any existing furniture, fittings or vegetation.

Use of PA systems or other amplification for spruiking is strictly prohibited.

Exhibitor passes will be available upon request (Max 4) from the organiser at Bump-in. Additional passes may incur a \$5 cost.

Bump-in will commence at 12.30 pm until 6 pm on Friday 25th August, 2017 and will continue between 5:00am and 7:30 am Saturday 26th August 2017.

Bump out will not be permitted until after 3.10 pm on Sunday 27th August, 2017.

On-Site security will be provided by the Organiser from 6 pm Friday to 6 am Saturday and from 6 pm Saturday to 6 am Sunday Only.

All equipment, signage and materials must be off site by 8:00 pm on Sunday 27th August 2017. The Organiser accepts no liability for any loss or damage caused by equipment, materials or signage left behind after bump out.

Council will issue the Organiser with a map of the precinct, showing exhibitor parking and site access requirements. This will be forwarded by email to all exhibitors as soon as it is made available to the Organiser.