



Application Form – Sites are NOT secure without payment.

Company Name:

Contact Person/s:

Postal Address:

Street Address:

Tel Office: Mobile: Fax:

Email:

YOUR ACCOUNTS DETAILS

Accounts Contact ABN

Email @

Phone

REPRESENTATIVE ATTENDING CAREERS AND EMPLOYMENT EXPO ON THE DAY

Contact Name:

Mobile:

Email: @

Contact Name:

Mobile:

Email: @

FEES AND PAYMENTS – EARLY BIRD RATE EXPIRED 25 JANUARY 2018!

Sites Include the following features	Qty	REGULAR FEE	Totals
<p>Site 1 – SMALL FIXED SITE 3.0 m by 2.4 m</p> <p>1 trestle table 2 chairs 2 x 10 amp power plus board 2 x spotlights, 1 x fascia sign 1 x upright fan 1 x tablecloth 2 x lunch vouchers</p> <p>Tea, coffee and water will be provided in the kitchen area. Do your power requirements exceed 10 Amps? Please advise as additional fees may be incurred</p>		\$1210 (incl. GST)	\$
<p>Site 2 – LARGE FIXED SITE 6.0 m by 2.4 m</p> <p>2 x trestle tables 4 x chairs 2 x 10 amp power plus board 2 x spotlights, 1 x fascia sign 1 x upright fan 1 x tablecloth 4 x lunch vouchers</p> <p>Tea, coffee and water will be provided in the kitchen area. Do your power requirements exceed 10 Amps? Please advise as additional fees may be incurred</p>		\$1720 (incl. GST)	\$
<p>Site 3 – MEGA SITE 10 sqm minimum</p> <p>4 trestle tables 6 x chairs 4 x 10 amp power plus board 4 x spotlights, 2 x exhibitor fascia sign 3 x Upright fans 4 x lunch vouchers 4 x tablecloths</p> <p>Tea, coffee and water will be provided in the kitchen area. Do your power requirements exceed 10 Amps? Please advise as additional fees may be incurred</p>		\$3180 (incl. GST)	\$
<p>Fascia Sign: <i>Only include this if you need more than your allocated fascia signs.</i></p>		\$40.00	\$
<p>Additional Lunch Vouchers: <i>Vouchers are issued with each site. Only include here if you need extras!</i></p>	Note Dietary restrictions.	\$12.00	\$
		Sub-Total	
Credit Card Charge (Mastercard or Visa) Sorry no AMEX	Plus 1.9%		
YOUR TAX INVOICE WILL BE SUPPLIED on application. ABN: 60 902 261 190	Total	\$	

We note there is an evening session from 5:30pm – 7:30pm and there is no extra cost.
Please send us more information.

We need to know your activities on the day and what your **power requirements** will be. For example, “we will be making complimentary toasted sandwiches” ... “we need 15amp power for a cement mixer” “We have a slushy machine and would offer students a free one” or “we will be bringing in a vehicle for our display”. **Note: All electrical appliances must be tested and tagged.** Thank you. No lollies/sweets are permitted for distribution to students.

Display Description – Session 1 – Schools 9:00am – 3:30pm

Display Description - Session 2 - Parents, Students and the Public (5:30pm – 7:30pm)

If you have a preference of proximity to another exhibitor, please state here and we will do our best to meet your needs, however we cannot guarantee that site for you. Attach the floor plan with this form including your preferences indicated from 1 – 3.

Or

i.e. Next to all Universities....or near health industries or prefer corner site etc.

EDITORIAL and ADVERTISING

The Cairns Post “Careers Guide” Lift Out

All exhibitors are offered a reduced rate to advertise in the Careers Guide. We will forward the details for this publication to you when we receive your application form. The Careers Guide will be available in the Cairns Post and at the expo. 22,000 copies are printed with an estimated readership of 80,000.

The editor deadline is 30 April. Find the details of your Careers Guide rep on our website www.bla.org.au

Television and Radio packages

These have been developed to maximize your experience and create awareness of your brand leading up to the Careers and Employment Expo. Find the details of your advertising representative on our website www.bla.org.au

INSURANCE

- **Please attach** your current “Certificate of Insurance.”
(Certificate of Currency – request this from your Insurance provider and attach to this application form.
- The level of insurance cover must be at least **\$20,000,000** for a single event. Evidence of insurance must be provided to the Business Liaison Association by May 1st, 2018.
- Email us if you need our Certificate of Currency.

Endorsement of: Business Liaison Association Inc (noted as principal).

CHECKLIST! Please email pages 1 - 4 no later than April 30, 2018 to avoid disappointment.

- Completed application forms pages 1 – 4 only and emailed to the organizer
- Attached Floor Plan with our preferences Current Certificate of Insurance included
- Fascia Signage information is complete on page 3
- Payment options
- I understand that if I have more staff I will need to order extra lunch vouchers as indicated on page 1
- I understand that there are additional fees for 15AMP Power
- I understand that we will be charged an extra cleaning fee of \$250 if our site is left with rubbish/boxes/handouts etc.
- I have read and understood the terms and conditions on the following pages in relation to the Careers and Employment Expo 2018.

**Business Liaison Association
17th Annual
Careers and Employment Expo Cairns
Terms & Conditions**

SITE PAYMENT AND TERMS

Sites are not secure without payment.

Application & Payment

- **Site applications** must be received by **25 April 2018 (some exceptions)**
- **Full Payment** must be received **On Application (7day Invoice)**
- **Insurance Certificate** must be no later than **25 April 2018**
- **Courier of promo items / goods** no earlier than **Tuesday 22 May 2018**

Payment not received by the due date will authorize the Business Liaison Association Inc. to cancel the booking. The site holder would forfeit the application and the booked site could be resold to another exhibitor.

GST

- All site costs are listed on page 2 including the GST component.
- Please ensure your **ABN number** is shown on the application form so you can claim the full amount of GST applicable to your site costs.
- **A tax invoice will be issued as after we receive your application.**

OPERATION TIMES

Set Up & Pull Down Times

- Set Up **Wednesday May 23** from 2:00pm
- Sites must be operational **Thursday May 24** from 8:30am – 3:30pm
5:30pm – 7:30pm

- Pull Down: **Thursday May 24** from 7:30pm
All items owned by the Exhibitor must be removed Friday afternoon. Some exceptions to interstate exhibitors. Please advise your requirements.

Operation Times

- Thursday May 24, 2018 9:00 am – 3:30 pm – Session 1 Schools
5:30pm – 7:30pm – Session 2 General Public/Parents

Once the Careers & Employment Expo has commenced, and during all listed operational times, you will be required to have your site staffed and operational. There are no exceptions. Careers Expo is open to the public at Session 2 and will target parents, school students and those looking for training, up-skilling and employment.

SITE INCLUSIONS



Sample Small fixed Site on corner:
3.0 m by 2.4 m



Sample Large Fixed Site on End:
6.0 m by 2.4 m

NB. Table cloths and site signs are included. They will be available at your site to set up on arrival.

- 2 x 10 amp power point and board
- Grey/black partition walls, 1 trestle table and 2 white chairs (2 trestles tables at large site)
- 1 x upright electric fan
- Tea and coffee will be available. Lunch for exhibitors only (vouchers issued free, in your welcome pack i.e. small sites = 2 vouchers; large sites = 4 vouchers, Mega Site =6). More vouchers may be purchased at \$12.00 each at time of booking only. Caterers will be available in the kitchen on the day should you require extra food.

PROMOTION OF THE CAREERS & EMPLOYMENT EXPO

- Promotion of the Careers & Education Expo will be made to all schools from Thursday Island & Cape York Regions, Cairns region, Cooktown to Tully and the Atherton Tablelands.
- Extensive media advertising including **magazine, local radio and television.**
- Regular Media Releases are distributed throughout the region as a precursor to advertising.
- **The Careers Guide** annual publication – Details will be available in the coming months.

POWER

IN ACCORDANCE WITH AUSTRALIAN STANDARDS 3760, ALL ELECTRICAL LEADS MUST BE TESTED AND TAGGED.

- These must not impede the flow of pedestrians and vehicles.
- A four-outlet power board with an overload facility is allowable if more than one x 10 amp power point is required. Please contact the organizers on (07) 4232 2310.

SIGNS AND BANNERS

- The display of signs or banners inside the venue is restricted to the area occupied by the exhibitor.

PROMOTIONAL PRODUCTS AND HAND OUTS

- No sweets/lollies** are allowed to be handed out to students (lolly pops etc.)
- All fliers and promo material are welcome but overs/excess must be taken by the exhibitor at the end of the day. **A cleaning fee of \$250** will apply if your site is not free of rubbish and material.

SOUND SYSTEMS

- PA systems, projectors and sound units must be governed so that their volume is not objectionable to other exhibitors. Please be sure to test and Tag your equipment.

RUBBISH REMOVAL

- Wheelie bins will be provided throughout the exhibition Centre for rubbish throughout the day. **NO FLATTENED BOXES IN THESE BINS PLEASE!** It is the site holder's responsibility for the cleanliness of their site and removal of any rubbish from their site before expo starts and at the completion of the event. If you are bringing large amounts of distribution material, please use the Skip Bins outside the Centre for the removal of empty boxes. All boxes **MUST be flattened** before being placed in the skip bins. **A cleaning fee of \$250** will apply if your site is not free of rubbish and material.

SITE CANCELLATION

- If the site holder cancels their site for any reason whatsoever, cancellation must be made in writing to the Business Liaison Association Inc. A refund of 50% will be allowable for cancellations received on or before 28 April 2017.

LOCAL SUPPLIERS

- Please contact the following local suppliers if you require their assistance:

Audio-visual Equipment & Signage	
PROGIG PTY LTD Danny Sale M: 0408 183 660	Lotsa Printing (Ange Harris) Martyn Street Cairns P: (07) 4041 0297 or M: 0439 962 686
Party Hire/Supplies etc.	Promotional Products/Giveaways
Total Exhibition Services 100 Buchan St Cairns QLD 4870 P: (07) 4035 4660	Rowland Percy Red Energy Promotional Products 200 Mulgrave Road, Cairns P: 4031 7932 rowland@redenergypromotions.com.au
Balloons Etc Cnr Mulgrave & Balaclava Rd Earlville QLD 4870 P: (07) 4054 6466	

LOSS OR DAMAGE

- It is agreed that the Business Liaison Association Inc. will not, under any circumstances, be held responsible for any loss, damage or personal injury suffered or incurred by a site holder or exhibitor or any person on "the exhibitor's" site with the permission of the site holder/exhibitor and the site holder/exhibitor agrees to release Business Liaison Association from and indemnify it against any claim in respect of any such loss, damage or injury except where such loss or damage arises due to the negligence or misconduct (by act or omission) of Business Liaison Association or its offices, employees, agents, or contractors.

INDEMNITY

- The site holder/exhibitor agrees to indemnify and keep the Business Liaison Association indemnified against any loss or damage or claim suffered or incurred by the Business Liaison Association (arising directly or indirectly) out of any act, omission or negligence of the site holder or exhibitor or any person on "the exhibitor's" site with the permission of a site holder/exhibitor.

FAILURE OF SERVICES

- The organisers, Business Liaison Association shall not be liable for any loss sustained by the exhibitor directly or indirectly attributable to the cancellation, suspension or reduction of the scheduled Industry Exhibition from the period advertised or specified due to:
 - (a) Force Majeure.
Acts of War, Military Activity, Municipal Statutory, Civil authority requisition or acts of Terrorism.
 - (b) Fire, flood, storm surge, tempest, heat wave, excessively inclement weather, wet season, earthquake or a combination of the same.
 - (c) Illness or epidemic of illness resulting in a non-attendance by clients.
 - (d) Damage caused by an aerial object or aircraft.
 - (e) Strikes or lockouts by workmen AND in the event the Industry Equipment Exhibition is cancelled, reduced or postponed then and in any event the fees paid to the Organisers, or any part thereof may be refunded at the absolute discretion of the Organisers to the Exhibitor BUT without prejudice to the Organiser's right to appropriate the entire sum or any part thereof for its own purpose.

INSURANCE

- The site holder must have public liability insurance with a reputable insurance company for single occurrences.
- The level of insurance cover must be at least \$20,000,000 and evidence of insurance must be provided to the Business Liaison Association by Tuesday May 1st, 2018.

Deliveries should arrive in Cairns **NO LATER** than **Friday 18th May, 2018**

DELIVER TO:

To arrange freight outside of Cairns, Call Followmont Brisbane (07) 3608 4960

FOLLOWMONT TRANSPORT CAIRNS

10 Spoto Street
Woree QLD 4870

From Exhibitor:

Item/Box No. _____ of _____.

**Please hold in storage for Business Liaison Association
Careers and Employment Expo, May 24, 2018.**

Event contact P: (07) 4232-2310 or M: 0431 022 249

Followmont Transport Cairns (07) 40548100

To arrange freight outside of Cairns,

Call Followmont Brisbane (07) 3608 4960