

Stand Application

To apply for a stand in Food & Hospitality Queensland 2019 please complete this form and return to Specialised Events. Once accepted by the organiser this will become your stand contract.



Contact Details

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**Food & Hospitality
Queensland**
4-5 August 2019
Brisbane Convention &
Exhibition Centre
foodandhospitality.com.au

Stand Details

Stand Number: H24
Stand Size: 2m x 3m = 6m2
Open Fronts: 1
Stand Type: Shell Scheme
Total Cost: \$2,640 + \$264 (GST) = \$2,904
Notes: Free Badge Scanner

**Please return completed
application to:**

Specialised Events
T 03 9999 5460
F 03 9999 5461
Level 1, 578 Malvern Road,
Prahran VIC 3181
food@specialisedevents.com.au

Payment Terms

Deposit due and payable on 1 February 2019 \$871.20
Balance due and payable on 1 June 2019 \$2,032.80

Payment can be made by cheque, credit card or bank transfer:
Specialised Events, Westpac Bank BSB 033364 Account 619403

Authorisation

I apply for the stand detailed above. I have read and agree to the terms and conditions detailed on this page and overleaf, and agree to pay the amounts shown by the due dates. I confirm I am an authorised representative of the company and understand once accepted this application becomes a binding legal agreement.

*Accepted on behalf of
Specialised Events Pty Ltd
ABN 22084143037*

Signed: _____
Name: _____
Date: _____

Signed: _____
Name: _____
Date: _____

Conditions:

In order to provide a professional event for all participants the following terms and conditions will apply.

1. Definitions

- The 'organiser' is Specialised Events Pty Ltd.
- The 'exhibition' is Food & Hospitality Queensland 2019.
- The 'venue' is the Brisbane Convention & Exhibition Centre
- The 'exhibitor' is the company who has successfully applied for a stand in the exhibition, including staff and agents.

2. Agreement to exhibit

Once the organiser accepts the application it becomes a binding legal agreement. The exhibitor will be granted a license to exhibit on the stand detailed in this agreement for the period of the exhibition subject to these terms and conditions.

3. Exhibitor manual

An exhibitor manual will be issued to exhibitors to assist them prepare for the show. Exhibitors agree to follow the guidelines contained within the manual and any directions issued by the organiser at the exhibition.

4. Conduct of stands

For the benefit of all participants stands must be professionally managed at all times. Exhibitors by their actions shall not interfere with the activities of adjoining exhibitors or the running of the event. Where a complaint is received the organiser shall have the right to limit such activities as deemed necessary.

1. Move-in

Exhibitors and contractors will be given time before the exhibition opens to set-up their stand.

Space Only	8am – 8pm Fri 2 August 2019 8am – 8pm Sat 3 August 2019
Shell Scheme	2pm – 8pm Fri 2 August 2019 8am – 8pm Sat 3 August 2019

2. Open Hours

The show will be open to trade visitors during the following hours. Exhibitors may enter the halls up to two hours before opening and one hour after closing.

Visitors	10am – 5pm Sun 4 August 2019 9am – 5pm Mon 5 August 2019
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3. Move Out

For aesthetic and safety considerations no stand may be dismantled before the exhibition closes. Once the show is closed and visitors have departed exhibitors may dismantle and remove their stand. All items are to be removed during these times:

Shell Scheme	5pm – 10pm Mon 5 August 2019
Space Only	6pm – 10pm Mon 5 August 2019 8am – 2pm Tue 6 August 2019

4. Space only stands

Stands ordered as 'space only' will be supplied with carpet. Exhibitors must build a solid wall between their stand and any adjoining stands or the perimeter of the exhibition. Walls are to be a minimum height of 2.4m. Where they exceed that height they must be finished in a neutral colour on the reverse side to the satisfaction of the adjoining exhibitor. Sides facing an aisle must be open for at least 50% of their length.

5. Shell scheme stands

Stands ordered as 'shell scheme' will be supplied with walls, carpet, spotlights, one 4-amp power outlet and a fascia panel with the company name. The company name shall be specified using the order form in the exhibitor manual and will be reproduced in standard upper and lower-case letters. The fascia may not be altered or removed. The shell scheme remains the property of the organiser and exhibitors will be liable for any damage.

6. Food Safety

If the exhibitor wishes to prepare or serve food they must comply with the health regulations imposed by the City of Brisbane and State of Queensland. If they require plumbing on their stand then they should book a stand with access to these services.

7. Changes to event

The organiser reserves the right to change the dates, times, venue and layout of the exhibition at any time. Exhibitors will be informed of any changes and compensated only if there is a net reduction in stand size.

8. Contractors

Exhibitors may use their own contractors for building stands providing they are suitably qualified, provide a copy of their public liability insurance and complete a venue site induction. In the interests of safety exhibitors must use the official suppliers for electrical and plumbing connections.

9. Payments

The exhibitor agrees to pay the organiser the amounts specified in this agreement in accordance with the payment schedule. If payment is made by Visa or MasterCard a 1% surcharge shall apply and authority is given to debit the credit card for all payments on the due dates. If payment is not made by the agreed date the organiser reserves the right to cancel the license to exhibit and charge a withdrawal fee as specified in condition 14.

10. Withdrawal

If the exhibitor wishes to cancel or reduce the size of their stand they must inform the organiser in writing and pay a fee to cover the associated costs. It is agreed that a reasonable estimate of these costs is 10% of the total stand cost if notified more than 180 days from the exhibition, 30% if notified between 90 and 180 days from the exhibition and 100% if notified less than 90 days from the exhibition. This amount shall be due and payable immediately upon notice of withdrawal.

11. Collection costs

If payment is not made by the due dates the exhibitor agrees to pay all reasonable collection costs incurred by the organiser including external debt collection agencies and legal fees.

12. Public Liability

Every exhibitor must have a minimum \$10 million public liability insurance coverage effective for the duration of the exhibition. If an exhibitor cannot show proof of existing coverage they will be required to purchase a policy using the exhibitor manual.

13. Risk

The exhibitor agrees that they participate in the exhibition at their own risk. The organiser assumes no responsibility for the safety and security of property or persons. Exhibitors should insure their own property for the duration of the exhibition. The exhibitor indemnifies the organiser against all claims arising from such loss however caused. This condition does not exclude the organiser's liability under any applicable statutory guarantee.

14. Privacy

Specialised Events need to collect, store and share your contact details with appointed contractors in order to stage the exhibition. You may request information about how we manage your details by contacting our office.

15. Warranties

The organiser is keen to deliver a high-quality event for all participants. However no warranties are made in regard to show size, visitor numbers, sponsors or features. In case of dispute the exhibitor agrees that the organiser's liability to the exhibitor for breach of any warranty implied by the Trade Practices Act is limited to a refund of the stand payment.

16. Regulations

In addition to these terms and conditions exhibitors must comply with all applicable laws and regulations of the Commonwealth of Australia, State of Queensland, City of Brisbane and the venue.

17. Governing Laws

These conditions shall be construed in accordance with the laws of the State of Victoria and any dispute must be heard in the State of Victoria.