



# IS EVERYBODY HERE 2017

*Moreton Bay Inclusion Expo*

**Morayfield State High School, Morayfield**

**Saturday 23rd September 2017 10am-7pm**

## THANK YOU TO EVERYONE!

Thank you once again to everyone, both past and new exhibitors, for the amazing response we have received so far. In 2017 'Is Everybody Here...' has grown again to be one of the largest community inclusion expos of its kind to be held in the Moreton Bay Region. And in 2017, Caboolture Disability Support Network and our own local Radio Station 101.5fm have partnered to give our community an event that is truly unique throughout Queensland with presenters from Government, NDIA, Community groups, Qld Police Service and others.

**Please note if you would like to be involved in the Expo but not stay until the end of the Festival you can apply for an Expo Site which runs from 10am until 4.30pm.**

**Please note: Due to safety factors No vehicles are to be moved within the event grounds during those times.**

**The Expo:** Is for Community Organisations, Not-for-Profits, Government Sectors and relevant Commercial Enterprises who are all welcomed to exhibit their service and be involved. The expo commences at 10am and finishes at 4.30pm. Also all Expo Organisations may be represented at the Presentations Q&A in the main pavilion with regard to up to 3 questions for the presenters.

**The Festival:** Consists of Rides, food, live entertainment, presentations and prizes/give-aways that will all be part of the day and concludes with a Laser Light show at 7pm.

'Is Everybody Here...' provides an opportunity for all businesses, government, corporate, community or not-for-profits to join together for a day aimed at informing, entertaining, fundraising and supporting opportunities for our entire community including people with disabilities, mental health, Multicultural, Indigenous, all of our Youth, our Elderly and every single other citizen.

Site costs are as little as \$80.00 for an unpowered 3 x 3m.

Larger sites are available at 6 x 3m for \$110.00 unpowered.

For all food Stall outlets the fee is \$250.00 per Stall.

Powered sites will be available with an additional charge of \$40 per site.

**(All fees are charged GST inclusive)**

Please don't hesitate to contact us should you have any further questions.

If you are interested in sponsorship opportunities, have any ideas or would simply like to be involved in building an inclusive community, also give us a call.

**Phone: Matt McCracken: 0410 660 858 or email to: [iseverybodyhere@gmail.com](mailto:iseverybodyhere@gmail.com)**

**THANK YOU** for your time and once again, we look forward to hearing from you soon.

Cheers from the Team at 'Is Everybody Here' and Caboolture Disability Support Network.





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**Welcome One & All...**

**Gates open to the public from 10am - Event Closes by 7:30pm**

**Festival Stall Holders bump in from 6:30am - Bump out 7:30pm**

**Expo Stall Holders bump in from 7:00am - Bump out (no earlier than) from 4:30pm**

*Note: All set up, pack up and pull down must be done outside of the event hours.*

Details of exhibitor/stall holder:

<b>Company:</b>	<b>Contact:</b>
<b>Postal Address:</b>	
<b>Email:</b>	<b>Mobile:</b>
<b>Wk/Home Ph:</b>	<b>Fax:</b>

## **INFO**

- All *festival stalls* to operate from 10am until 7pm.
- All *expo stalls* to operate from 10am until 4.30pm unless prior arrangements made.
- All correspondence must be addressed to: The President, CDSN ( Caboolture Disability Support Network) PO Box 587, Caboolture Qld 4510, or emailed to: [iseverybodyhere@gmail.com](mailto:iseverybodyhere@gmail.com)
- Confirmation of stalls/entertainment applications will be made by phone or email within 10 working days. All site fee payments must be made no later than 14 days after confirmation sent.
- Confirmation of your site allocation will be provided by 7 days at the latest prior to the event upon receipt of payment. No further bookings will be accepted without approval by Matt McCracken.
- If Exhibitor/Stall Holder cancels after booking a site, there will be a \$20.00 Administration Fee.

### **All confirmation acceptances NEED TO BE accompanied with:**

1. A copy of the exhibitor/stallholders Public Liability Insurance to the value of \$20million (**NB: Also see conditions of indemnity on the form (page 4)**)
2. A cheque/money order or direct debit receipt to the value of your site fee. Direct Debit Details: Account Name: Caboolture Disability Support Network; Westpac BSB: 034640 account no: 334987. **N.B. Please ensure there is a reference on the direct debit such as your business name (This is very important to ensure we reconcile your payment)**

Our Event Coordinator reserves the right to reject any proposals and their decision is final. CDSN are not required to enter into any correspondence regarding reasons for non- acceptance of any expression of interest. CDSN reserves the right to decline any application. Final location of stalls will be at the discretion of the Event Coordinator.



## SITE BOOKING DETAILS:

Expo site: 10am- 4.30pm

Festival Site: 10am- 7.30pm

Please list

**If you require larger sites please contact us to discuss**

  

### Items to be sold:

**Please ensure you include all items to be sold as unauthorised items will not be permitted.**

**Electrical Requirements:** Please list here any power needed for your site (i.e. watts). There is sufficient lighting to cover the venue. **All electrical equipment used must be tested and tagged.**

If you are supplying your own power, please list that equipment here: \_\_\_\_\_

\_\_\_\_\_

Your Electrical Requirements for event:	10 amp	Yes / No	how many
	15 amp	Yes / No	how many
	3 phase	Yes / No	how many

### OTHER:

Do your stall staff hold current Blue Cards? Yes No

Do you have WHS&E procedures in place? Yes No

Are written emergency procedures in place and Current? Yes No

Do you have a fire extinguisher in place? Yes No

Date of extinguishers last test: / /

Do you have facilities for long queues? Yes No

Do you require a vehicle onsite to carry out your display? Yes No

If so, how many? \_\_\_\_\_ **N.B. On site vehicles must not be moved during event hours**

All Food Handlers Licenced must be properly displayed & supplied.

All leads/pegs/trip hazards must be covered appropriately.

All banners and signage must be professionally presented.

Will you be advertising or promoting any third parties at the event? Yes No

If so, who & why? \_\_\_\_\_

**(All third party promotion must be authorised by event coordinator prior to the event.)**

Signed:

Date:

Name of Signatory & Position:

Phone:

(Please print the application, fill it out and either scan & email or post to CDSN.)

## Indemnity Form for 'Is Everybody Here' 2014

**N.B.** It is a condition of site allocation that the applicant/s, organisation/group agrees to absolve, hold harmless and indemnify Moreton Bay Regional Council and Caboolture Disabilities Support Network from any claims, actions, suits or demands from any incident, accident, injury or damage to any person, property or otherwise caused or alleged to have been caused or sustained from the sale of goods or use of any equipment or property associated with and including the stall site and fully understands and agrees to the terms and conditions as outlined.

In consideration of Caboolture Disabilities Support Network (hereafter referred to as CDSN) and Morayfield State High School (hereafter referred to as MSHS) is allowing \_\_\_\_\_ (Name of party) to participate by way of \_\_\_\_\_

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Description of activity e.g. entertainment, food, craft or expo stall at *IS EVERYBODY HERE* festival/expo, 2017.

I/we \_\_\_\_\_ (name of party) hereby agree to indemnify CDSN, MSHS and any event coordinators from and in respect of all actions, suits, claims or demands of any kind whatsoever arising out of or in relation to the granting by CDSN access and use of land or property owned or used by Morayfield State High School.

In respect of any activities undertaken by me/us including any sale, display or otherwise use of goods or services, \_\_\_\_\_ (name of party) will forever indemnify CDSN and MSHS against any loss, damage or injury to any person or property arising out of or relating to the use/occupation or otherwise from our activities or our presence at the event.

I/we \_\_\_\_\_ (name of party) agree to accept and take the property owned or used by Morayfield State High School and land made available and be subject to the same responsibilities to which I/we would be subject in respect of persons or property as if, during the term I/we were the owner and occupier of the freehold of the property.

I/we will satisfy ourselves to the adequacy, sustainability and safety of the property and surrounds made available and hereby indemnify and will hereafter keep CDSN and its employees, invitees, volunteers and all other parties associated with this organisation and the event indemnified in that regard.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Company: \_\_\_\_\_

