

The *Exhibitor Application* form is to be used to apply as an exhibitor at the Find Your Future in Hinchinbrook event.

To return your completed form or for further information, please contact Council's Event Officer via email, events@hinchinbrook.qld.gov.au, phone (07) 4776 4726, in person at Council's Main Office, 25 Lannercost Street, INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

CONTACT DETAILS	
Exhibitors Name/s	
Contact Name	
Address	
Postal Address (if same as above write as above)	
Phone	
Email	
Preferred method of contact	

DETAILS	
Type of Exhibit – You may select more than one category.	<input type="checkbox"/> Arts <input type="checkbox"/> Trade <input type="checkbox"/> Beauty <input type="checkbox"/> Educational Institute <input type="checkbox"/> Farming <input type="checkbox"/> IT <input type="checkbox"/> Hospitality <input type="checkbox"/> Emergency Services <input type="checkbox"/> Defence <input type="checkbox"/> Medical/Health <input type="checkbox"/> Other
Details of Service	
Details of Other	
Exhibit Description	
List of Display – Please specify intended items you wish to display within your exhibition	



Special Requirements – Please provide details of any special requirements you may have e.g. power, water etc.	<input type="checkbox"/> Power <input type="checkbox"/> Water <input type="checkbox"/> Other
Please explain Power requirements	
Please explain Water requirements	
Please explain Other requirements	
Guest Speaker – Please indicate if you would be interested in doing a 3-5 minute interview as a guest speaker at the event	<input type="checkbox"/> Yes – The Event Coordinator will contact you to discuss further <input type="checkbox"/> No – I would only like to be an exhibitor

PUBLIC LIABILITY INSURANCE	
Do you have Public Liability Insurance?	<input type="checkbox"/> Yes – Attach a copy <input type="checkbox"/> No Note: Exhibitors displaying the following products/demonstrations must have their own Public Liability Insurance of an appropriate level <ul style="list-style-type: none"> • Cosmetic and beauty products; • Medicines, potions, oils, fragrances and soaps; • Massage, manipulation of muscle, chiropractic or similar; • Hot food, baked food, prepared food or similar; • Cooked or raw seafood, poultry or meat products; and • Animals or livestock.

Event Date and Set Up Requirements

Find Your Future in Hinchinbrook will be hosted at TYTO Conference and Event Centre on Wednesday 27 May 2020. The event will run from 10.00am – 3.00pm. Exhibitors will be required to be set up by 9.30am. The Event Coordinator will contact you prior to the event date to confirm booking details and discuss arrival times with you.

EXHIBITION SITE	
The Hinchinbrook Shire Council will provide one standard (approximately 3m x 3m) site, with sites set up inside and outside of the TYTO Conference and Event Centre. If you require a larger site or specific location please advise the Event Coordinator of the reason why and your application will be reviewed. All exhibitors need to supply their own table, marquee and chairs.	
Site Requirements	<input type="checkbox"/> Standard 3m x 3m site - General <input type="checkbox"/> Standard 3m x 3m site – Inside <input type="checkbox"/> Standard 3m x 3m site – Outside <input type="checkbox"/> Larger site – Inside <input type="checkbox"/> Larger site – Outside
Reasons for larger site	



Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting your personal information to process your submission as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

Exhibitor Confirmation and Agreement

I have read and understand the Terms and Conditions. I confirm that the information given in this application form is true and correct to the best of my knowledge and I will notify the Event Coordinator of any changes within 14 days. Applications must be received at least two weeks prior to commencement of the event.

SIGNATURE REQUIRED			
Signature		Date	