



103.1 Townsville



AUGUST 18-20, 2017



W: [www.townsvilletrifestival.org.au](http://www.townsvilletrifestival.org.au) / P: 0455 874 878  
/ E: [creative@in-vent.com.au](mailto:creative@in-vent.com.au)

## APPLICATION TO EXHIBIT

Please complete and return by email to [creative@in-vent.com.au](mailto:creative@in-vent.com.au). Preferred exhibition placement will be provided to exhibitors on receipt of payment.

### Company Details

Company \_\_\_\_\_  
Type of business \_\_\_\_\_  
Street / PO Box \_\_\_\_\_  
Postal code \_\_\_\_\_  
Town \_\_\_\_\_  
State \_\_\_\_\_  
Email \_\_\_\_\_

### Contact Details

Title \_\_\_\_\_  
First Name \_\_\_\_\_  
Surname \_\_\_\_\_  
Position \_\_\_\_\_  
Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Email \_\_\_\_\_

### Expo Preferences

Booth Size \_\_\_\_\_

## TERMS OF PARTICIPATION

Please observe the Terms of Participation. The Terms of Participation are recognised as legally binding in all parts. Each applicant acting on behalf of a third party shall be directly liable for meeting the terms of this application.

### Acceptance

Confirmation of your order and stand placement will only be made on receipt of full payment. An invoice will be provided within seven business days of receipt and acceptance of your application. Townsville Triathlon Organising Committee unreservedly retains the right to decline any application from businesses that are not regarded as appropriate to the purpose and demographic of the event.

### Stand Location

Exhibitors will be provided with a detailed plan of the event site indicating existing stand holders on receipt of payment – upon receipt, your organisation will be asked to indicate your preferred location within the event site. Although every effort will be made to retain the desired position and layout of the event plan, Townsville Triathlon Organising Committee reserve the right to alter the event plan and stand location as may be required.

### Co-Exhibitors

Co-exhibitors (sharing stand holders) are accepted to share event space with a registered stand holder. Co-exhibitors must accept the rules and guidelines of the exhibition agreement. Exhibitors are requested to notify the organiser of the addition of co-exhibitors no less than 7 days prior to the event. All terms and conditions apply to co-exhibitors.

## Stand Equipment and Signage Access

All infrastructure provided by the organiser will be in place by 7am Friday 18 August 2017. Access to stand holders will be from this time until 12pm Friday. Vehicles will have access directly onto the site FRIDAY ONLY.

Exit and pack down will be from 2-4pm on Sunday 20 August 2017. All equipment, waste and packaging must be removed on the completion of the event. Charges for waste removal will be incurred should your site not be cleared.

## Additional Equipment/Stand Services (Optional)

Additional furnishings, flooring, signage, lighting and audio-visual equipment may be provided by the contracted exhibition under hire company – Ede Event's. Confirmed exhibitors will receive a check-the-box inventory of available options that they may wish to hire. Alternatively, exhibitors are welcome to provide their own furnishings and audio-visual equipment.

Contact Ede Events on 4772 6611

## Hours of Operation

Friday 19 August 2pm - 8pm, Saturday 20 August 7am-2pm and Sunday 21 August 7am-2pm (however, we strongly recommend your stand be operational from 6am to capture race starters and additional spectators). All stand holders must operate their respective stands for the full duration of the event. Exhibitors are not permitted to commence pack-down prior to the event ceasing.

## Security

Overnight Event Site Security will be provided at the Festival from 6pm Friday to 8am Saturday, as well as 5pm Saturday until 6am the

following morning. Security will not maintain stand security during the event operation hours. Although the organiser will endeavour to ensure the safety of stand holders equipment, cash and staff, Townsville Triathlon Festival accepts no responsibility for the loss or damage of goods, staff safety or cash security at anytime whilst on the event site. Additional individual security may be sourced at a cost to the stand holder from the festival security provider (Estimate \$55 p/h).

### Cash & Electronic Sales

Stand holders wishing to make electronic or cash sales at the event site are welcome to do so. Stand holders are asked to make individual arrangements for the supply of EFT services, and cash registers. (Please indicate power requirements on your event hire sheet)