

QRWN Conference 2011 – Trade Display Registration

Name: _____

Company, Organisation or group: _____

Main Contact Address:

_____ Post Code: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Mobile: _____

Email: _____

Description of Trade / Information Display: _____

Trade Display Fees:

Not for Profit and QRWN members- \$150 (does not include registration)

Industry Representative Body and small business - \$350 (does not include registration)

Government and/or large business (more than 5 staff) - \$650 includes 1 registration

Please note that Trade Display Operators must register for the Conference for a minimum of 1 day, (registrations forms are available on the QRWN website at www.qrwn.org.au) Trade Display Operators / Managers who nominate as a Government or large business receive one (1) full registration which includes evening functions and participation in any workshop, activity or entertainment offered at the Conference, once their registration is confirmed.

Equipment Requirements:

- Do you need power? Yes No
Please read the conditions and requirements carefully (see below)
- Do you need a table? Yes No
- Do you need chairs? Yes No

QRWN CONTACT: If you have any queries, please contact Amanda Vickers 0438 377 125
PH: 1300 795 571; FAX: 1300 795 516 or conferenceconvenor@qrwn.org.au

Please read the attached Trade Display Conditions & Guidelines carefully and return a signed copy, with your completed application form, to:

Queensland Rural Women's Network

PO Box 1568

Toowoomba QLD 4350 OR Fax: 1300 795 516 OR Email: conferenceconvenor@qrwn.org.au

QRWN Conference 2011 Trade Display Conditions & Guidelines

1. Trade Displays will be located in the Foyer and Lounge areas of the Seniors Citizens Centre and will be open 9:00am – 5:00pm, Friday 2nd September and 8.00am – 3.00pm, Saturday 3rd September 2011.
2. Displays are not obliged to remain open for the entire time; displays may be opened for any time during these hours. Display Managers are not obliged to open their displays for the entire duration of the conference.
3. Display Managers are *welcome* to participate in *all* meals, entertainments and activities; dependent upon your inclusions outlined in the trade display fees. Participation is covered within the conference registration fee. However, please make arrangements for the security of stall items if you leave your stall.
4. Display set-up can take place on Friday 2nd September between 7.30am and 8.30am. Display pack-up must be completed by 3.30pm on Saturday 3rd September.
5. 2m x 2m is available for each Trade Display & each display must be contained within its designated area.
6. A table and 2 chairs will be provided for each Display area. If Display Managers want to bring their own display furniture, please note this on the application form.
7. Power is available for the Trade Displays, but all equipment & signage, incl. power leads & boards must be provided by Display Managers. Any electrical leads, board or items must be named & checked/ tagged by an electrician confirming the currency of maintenance & safety.
8. The Trade Display fee (in addition to conference registration) must be paid prior to the conference. Registration forms are available on the Conference page: www.qrwn.org.au
9. The Trade Display area is within the Mackay Senior Citizens Centre and the entire building will be locked when empty. However, the Trade Display area is unable to be separately secured. QRWN & Mackay Senior Citizens Centre take no responsibility for any theft or breakages. Safety & security is entirely the responsibility of those bringing the display to conference. NB: QRWN Crew members may be rostered to the Trade Displays at certain times, such as meals, to give stall holders a break. Other support times may be arranged, depending on the number of Crew Members we can source for this event.

I, _____, from _____ (Organisation) accept these guidelines & agree to adhere by them for the entire duration of my time spent at the Mackay Senior Citizens Centre, before, during, & after the QRWN 2011 Conference.

Signed: _____ Date: ____/____/____

