

Queensland Coeliac Society Gluten Free Food Expo 31 October 2010



The Coeliac Society

Principal Sponsor:



Gold Sponsor:



Terms and Conditions

Definitions

- "Expo": 2010 Gluten Free Food Expo
- "Organiser": Queensland Coeliac Society Inc (QCS)
- "Exhibitor": the Applicant (including all its employees, agents and contractors) that has been accepted by the Organiser to exhibit at the Expo

Expo open hours

Sunday, 31 October 2010
10.00am to 3.00pm

Move-in hours

Sunday, 31 October 2010
6.30am-9.00am

Move-out hours

Sunday, 31 October 2010
3.00pm-5.00pm

Application for space

- a) Application for space at the Expo shall be made in writing using the 2010 Gluten Free Food Expo Application Form which needs to be completed and returned with payment to the Organiser. The Organiser reserves the right to accept or reject the Applicant.
- b) When accepted by the Organiser in writing, the Application Form becomes a binding contract between the Exhibitor and the Organiser. The Applicant is then known as the Exhibitor and agrees to exhibit and to be bound by this Agreement and the rules and regulations contained within.

Space allocation

- a) The Organiser will allocate a space to each approved exhibitor. This represents a licence to exhibit and not a tenancy.
- b) The Expo floor plan may be changed at any time as deemed necessary by the Organiser. Any change will not affect the amount of floor space provided to the Exhibitor.
- c) Exhibitors cannot sublet their space or assign rights without prior written approval from the Organiser.

Exhibits

- a) All products offered for sale or sample must be gluten free as defined by the Australia New Zealand Food Standards Code. Any product that is not gluten free, or cannot be determined to be gluten free, will be removed from the Expo.
- b) The Gluten Free Café has the sole catering and beverage rights. No water or other cold drinks to be sold on stands.
- c) All displays, exhibits, signs and other materials in public view are subject to prior approval by the Organiser who is authorised to cover or remove any item that is deemed by the Organiser to be unsuitable. Under no circumstances will products, displays or other items that do not directly relate to the Expo's purpose be authorised.
- d) Exhibitors remain solely responsible for the maintenance of high quality exhibits including compliance with all laws; ensuring that products meet all health and safety standards; ensuring that products sold do not contain any misleading or deceptive statements with regard to their ingredients.
- e) A height limit of 2.0 metres applies to all Expo spaces. No part of a display or sign may extend or project beyond the dimensions of the Expo space without prior written approval from the Organiser.
- f) All displays and products must remain within the allocated space of the Exhibitor. Audio or visual equipment which intrudes upon the space of another Exhibitor will not be permitted.
- g) Fittings and fixtures will not be attached to the floors, ceilings or walls of the exhibition venue. Nails, screws and other fittings cannot be driven into walls, panels or fixtures or into any part of the exhibition venue. Blu tac, tape and other adhesive products are not to be used on walls
- h) The Exhibitor must not remove products or displays during the course of the Expo without the express consent of the Organiser. A representative of the Exhibitor must remain with the assigned exhibition space until the Expo is closed to the public.

- i) It is the responsibility of the Exhibitor to ensure that all rubbish is removed from the Exhibitor's space prior to the commencement of, and at the close of, the Expo.

Temporary Food Stall Licence

It is the Exhibitors responsibility to ensure that appropriate Temporary Food Stall Licences are obtained. A copy of the licence must be submitted by 1 September 2010.

View Brisbane City Council requirements at:
<http://www.lgtoolbox.qld.gov.au/BCC/FoodBusinessTemporary/Pages/Overview.aspx>

A *Temporary Food Stall Licence Application Form* may be downloaded at:
www.brisbane.qld.gov.au/bccwr/lib475/ca34_temporary_food_stall_licence_application.pdf

Factsheet *Temporary Food Stall Licence Information* may be viewed at:
http://www.lgtoolbox.qld.gov.au/SiteCollectionDocuments/_Generic%20Content/Environmental%20Health/Food%20Business%20E2%80%933%20Temporary/Fact%20Sheets/TFS_Food_Licence_Information.pdf

Factsheet *Taste Testing* may be viewed at:
http://www.lgtoolbox.qld.gov.au/SiteCollectionDocuments/_Generic%20Content/Environmental%20Health/Food%20Business%20E2%80%933%20Temporary/Fact%20Sheets/Taste_Testing.pdf

Serving alcohol?

If an Exhibitor intends to provide samples or sales of alcohol they are required to provide a copy of their Liquor Licence to the Organiser by 31 May 2010. View the Office of Liquor, Gaming and Racing requirements at:
<http://www.olgr.qld.gov.au/industry/liquorLicensing/index.shtml>

Competitions

The Exhibitor must not conduct raffles or competitions without the consent of the appropriate Authorities and the Organiser.

Damage and cleaning

The Exhibitor is responsible for the cost of making good, restoring or cleaning directly to the RNA. The Organiser will inspect the site before and after the Expo.

Insurance

- a) Exhibitors must be covered by or must take out public risk/product liability insurance cover for the duration of the Expo, including the move-in and move-out times. The Exhibitor must provide to the Organiser a copy of the valid insurance policies. The Exhibitor must not enter the Expo venue without the required insurance being in place.
- b) The Organiser will not be liable to the Exhibitor for any loss suffered, nor be in default under this Expo Agreement for any delay, failure or interruption resulting directly or indirectly from industrial action, blackouts, fire, war terrorism, civil or military unrest, explosions, earthquakes, floods, labour disputes or any other event or cause beyond the control of the Organiser, or if the attendance at the Expo is adversely impacted by any of the events or causes nominated in this clause. In all such circumstances the Organiser shall be entitled to retain all monies paid by the Exhibitor.
- c) The Organiser does not warrant or guarantee and specifically excludes liability to the Exhibitor in relation to:
 - i. Any difference between the estimated and actual number of visitors to the Expo
 - ii. Any difference between the estimated and actual number of exhibitors or sponsors, or the identity of exhibitors or sponsors
 - iii. Timeliness or quality of services, or failure in the provision of services that are the responsibility of the Expo venue or appointed contractors
 - iv. Cancellation, postponement or relocation of the Expo.
- d) The Exhibitor recognises that valuables and equipment are brought into the Expo venue at the Exhibitor's risk. The Organiser will not be responsible for any losses that occur during any period of the move-in, operating period, or move-out.
- e) No statement or representation about the Expo or otherwise concerning the subject of this Expo contract may be relied upon by the Exhibitor unless expressly set out in these terms and conditions.

Safety, fire, health and other laws

All fire, safety, health and other laws, rules and regulations imposed by the Organiser, the venue, or by the relevant authorities, will be strictly observed by the Exhibitor. This includes, but is not restricted to, food handling and

sampling, food labelling, hygiene, health and safety, liquor licensing, and Gaming and Racing regulations.

Delivery and removal of goods

The Exhibitor is responsible for the delivery and removal of all products and display material to and from the RNA Showgrounds on the day of the Expo. **QCS volunteers will be unable to assist any Exhibitor with set-up, dismantling or staffing of their display.**

Access to the Auditorium is via a pedestrian access ramp. Please ensure you have ample trolleys and staff as QCS staff will not be available to assist with delivery and removal of goods.

Delivery can only be made between 6.30am and 9.00am on the day of the Expo. Removal can only be made after 3.00pm and must be completed by 5.00pm. No exhibitor is to commence removal during Expo opening hours.

Storage of goods

Limited cold room storage is available on the day of the Expo. Non-perishable foods will be stored at the Exhibitor's space.

Exhibition space

Please nominate your requirements on the Application Form.

- a) Trestle tables measure 1.8m x .76m wide. One chair will be provided at each exhibition stand.
- b) Table coverings, skirts and signage are the responsibility of the Exhibitor.
- c) In the Auditorium, goods can only be stored on and under the table.
- d) Signage is the responsibility of the Exhibitor and can only be placed on the table or in such a way as not to inhibit visitors or other Exhibitors..
- e) Any exhibitor serving food samples, cooking or heating at their exhibition space is required to provide a rubber mat or impervious flooring to protect the carpet. Extra cleaning charges will be incurred if this requirement is not adhered to.

Preferred stand location

No guarantees will be made to secure exact locations.

Use of kitchen

Only those Exhibitors who have requested and paid for use of the kitchen will be permitted to use same. The kitchen must be left in a clean and tidy state at the end of the Expo or a cleaning fee will be charged.

Electricity

All electrical equipment brought into RNA must be tagged and tested prior to use. Any equipment (including extension leads and power boards) not tagged and tested will be tested by RNA staff and the cost charged directly to you. Suitable electrical equipment includes: grills, frypans, electric woks, refrigeration units, rice

cookers, point of sale devices. No open flames permitted in auditorium.

Exhibitor car parking

Car parking is available for a fee at the discretion of the RNA.

Terms of payment

- a) Confirmation of the Exhibitor's booking and allocation of space will occur only after the Application Form and full payment of the total exhibit fee has been received by the Organiser. A receipt will then be issued.
- b) Full payment or a deposit is required at the time of lodgement of the Application Form. An Early Bird rate of a 10% discount applies to stands only if paid in full by 30 April 2010.
- c) If the Exhibitor does not pay in full by 30 July 2010, then booking will be cancelled and deposit held by organiser.
- d) Variation of any term of the Expo contract must be in writing and signed by the parties.

Summary of cancellation fees

Any notification of cancellation must be in writing and delivered to the Organiser. If an Exhibitor chooses to withdraw from the Expo, a cancellation fee will apply as follows:

Prior to 1 July 2010	25% of total + deposit
2 July-30 July 2010	50% of total + deposit
On or after 31 July 2010	100% of total including deposit

Deposit is non-refundable

Timeline

Documentation and/or processes required to be sent to the Queensland Coeliac Society

30 April 2010	Early Bird rate ends
30 July 2010	Final Exhibitor Application Forms accepted
31 July 2010	Brochure to be delivered to QCS office (if applicable)
1 Sept 2010	Copy of Public liability insurance
1 Sept 2010	Copy of Liquor Licence (if applicable)
1 Sept 2010	Copy of Temporary food licence (if applicable)
31 Oct 2010	2010 Gluten Free Food Expo. See page 1 for move-in and move-out hours

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