

QSEC'S HORSE HOME SHOW

Equestrian Group Site

Application Form



IMPORTANT INFORMATION:

By completing this form you are applying to supply and operate an exhibition site at QSEC's Horse Home Show on Saturday 15 February 2020.

Please note that by signing and returning this application form, you are taken to acknowledge and accept the terms and conditions outlined below.

COST:

Equestrian Group

- FREE site allocated by QSEC and located within Arena 2. All Equestrian Group
- Sites will include 1 x Table // 2 x chairs.
- Power will be charged at \$50 per day if required and must be paid directly to QSEC.
- No power will be supplied if advised on the day.
- Payment for power is payable to QSEC by contacting the Exhibitor Coordinator.

- Please note: Free sites are only available for Not for Profit Equestrian Groups located within the Moreton Bay Regional Council.

All Equestrian sites will be allocated by QSEC and located within Arena 2. Equestrian Groups are responsible for all other items for their site and banners/signage/furniture/equipment must not exceed the site size allocated and is the full responsibility of the Equestrian Group. There will be no provision for trailers/horse floats in this area.

- Evidence of Not for Profit status or incorporated association and residence within the Moreton Bay region must be supplied.
- Evidence of \$20M public liability insurance must be supplied. Failure to do so will result in your booking being cancelled (if it expires before 15 February 2020, you will not be permitted onsite until the current certificate is received by QSEC).
- Each Exhibitor is entitled to 4 x Exhibitor Passes for staff and volunteers. Extra passes must be purchased.
- Passes are supplied for those working within the booked site area and are not to be given out as visitor passes.
- By submitting a Site Application Form, you will be taken to acknowledge and agree to the attached terms and conditions as well as the above.
- If you are wishing to book an exhibition site for goods or services please visit our website at www.QSEC.com.au/HorseHomeShow and follow the process for booking an Indoor Exhibition Site or email us at horsehomeshow@qsec.com.au.
- If you are wishing to book an Outdoor (Space Only) site as an Exhibitor (for horse floats, trucks, farm equipment etc.) please visit our website at www.QSEC.com.au/HorseHomeShow and complete an Outdoor Site Application Form or email us at horsehomeshow@qsec.com.au.

If you have any queries at all regarding this Site Application Form, please contact Sara Brown on (07) 5433 3224 or

email: horsehomeshow@qsec.com.au

QSEC'S HORSE HOME SHOW

SITE APPLICATION FORM

Equestrian Group



APPLICANTS DETAILS:

Company/Organisation:			
ABN / ACN:			
Contact Name:			
Position:			
Postal Address:			
Suburb:		Postcode:	
Email Address:			
Website:			
Daytime Contact Number:			

PROGRAM AND WEBSITE LISTING DETAILS:

Please note: details supplied will be publically displayed in our promotional material including, but not limited to, our website, Facebook page and official program. Please ensure that the details you supply are correct and all contact details are those which you would like to be published. Your details will be published exactly as they appear on this form. **To ensure your Equestrian Group appears in the program and/or website please have this back by the 13th January 2020.**

Company/Organisation:			
Short description of your group/organisation: (maximum 40 words) *If possible please supply blurb as a separate word or PDF attachment with this application*			
Contact Phone Number:			
Contact Email Address:			
Website:			
Facebook page:			
Would you like to contribute a sample or product to the 200 show bags?			YES NO
By contributing a sample/product for the show bags you will be entitled to additional promotion for your group including, but not limited to, social media promotion, acknowledgment in the official program and PA announcements on the day. Not to mention reaching the 200 show bag recipients!			
<ul style="list-style-type: none">• Contributions of less than 200 items will not be accepted.• Contributions must be genuine show offers or samples. Marketing material or brochures will not be accepted.• All contributions must be received at the QSEC Office, Cnr Tuckeroo Drive and Beerburum Road by 17th January 2020.			

ELECTRICAL REQUIREMENTS:

- All items requiring electricity and the amount of power the items require to operate in watts must be listed.
- It is the responsibility of the site holder to provide all extension leads required to operate the site.
- All leads are to be tagged and tested prior to the event; these will be checked at bump in.
- Event organisers cannot guarantee to meet the electrical requirements listed on this application.
- Confirmation of the electrical requirements provided will be stated in the confirmation email.
- Electricity will be an additional cost of \$50 per site day.

ELECTRICAL EQUIPMENT		WATTS
Number of 10amp outlets required:		
Number of 15amp outlets required:		
Number of 3 phase outlets required:		

Can you provide your own generator? ☐ Yes ☐ No

TERMS AND CONDITIONS:

The Queensland State Equestrian Centre (QSEC) is owned and operated by the Moreton Bay Regional Council.

By submitting an Equestrian Group Application Form to Council, You are taken to acknowledge and agree to the following terms and conditions which shall constitute a binding legal agreement between You and Council.

1. Definitions

In these Terms and Conditions, the following terms shall have the corresponding meaning;

Activity means supplying or operating an Exhibition Site at the Event;

Council means Moreton Bay Regional Council;

Council Officer means an employee, contractor or volunteer of Council;

Event means the event specified in the Equestrian Group Site Application Form;

Equestrian Group Site Application Form means the Council form titled 'Equestrian Group Site Application Form' which is submitted by You;

Fees means the fee payable for the Activity as specified on the Equestrian Group Site Application Form;

Event Supervisor means the person appointed or employed by Council from time to time to have superior supervision of the Event;

Laws include Regulations and Local Laws;

Exhibitor Site means the set-up from which You vend goods or services at the Event;

Venue means the venue at which the Event is held;

You / Your means the person who submits the Equestrian Group Site Application Form to Council.

2. Application for Site

- a) You may apply to undertake the Activity by submitting an Equestrian Group Site Application Form to Council in compliance with any relevant instructions provided on that Equestrian Group Site Application Form ;
- b) Council reserves the right to refuse or grant Your application to undertake the Activity subject to conditions at its sole discretion;
- c) There is no guarantee that Your application will be accepted by Council and Council will not enter into any correspondence regarding this matter;
- d) Council reserves the right to allocate You any site at the Event at its sole discretion despite any preference which You have demonstrated, and Council will not enter into any correspondence regarding this matter;
- e) If Your application is approved, you will be granted a personal licence to undertake the Activity which You are not able to assign, sub-licence or dispose of in any other way without the express written consent of the Event Supervisor which may be rejected or granted subject to conditions at the Event Supervisors sole discretion;
- f) If Your application is approved, You will be invoiced for the Fees which You must pay to Council by following the instructions specified on that invoice or else Council will cancel Your approval and You will not be allowed to undertake the Activity at the Event.

3. Your Specific Obligations

- a) You must ensure that any of Your employees, volunteers or other agents comply with these terms and conditions and you accept personal responsibility for their breach of same;
- b) At all times during the Event, You must comply with all reasonable directions given to You by a Council Officer;
- c) At all times during the Event, You must comply with any rules, procedures or regulations which a Council Officer makes You aware of which are relevant in any way to the Activity, Event or the Venue;
- d) At all times during the Event, You must not do, omit to do or permit to be done any act which in the opinion of the Event Supervisor is likely to inconvenience another person at the Event;
- e) You accept and acknowledge that a Council officer will have the right to seize and impound any article belonging to You which it believes infringes these terms and conditions until after the Event is finalised;
- f) You must leave the Venue if You are directed to do so for whatever reason by the Event Supervisor and You must only return subject to any conditions which the Event Supervisor might provide to You at the relevant time;
- g) You must ensure that the Activity remains within the boundaries of the site allocated to You at the Event;
- h) You must ensure that anything which You use in relation to the Activity or bring into the Venue is safe and in good working order;
- i) You must not for any purpose solicit potential customers or offer any product or service as an enticement to potential customers unless this is done within the boundaries of the site allocated to You for the Activity;
- j) You must reimburse Council for the reasonable amount which it would cost to repair any damage which You, Your employees, volunteers or other agents cause to Council's property during the Event and where that property is beyond repair, You must pay to Council the reasonable replacement cost for that property. All monies which become payable by You under this clause must be paid to Council within 14 days of the date of invoice which You are sent by Council for same by following the instructions on that invoice;
- k) You must undertake the Activity at the times specified on the Equestrian Group Site Application Form and You are not permitted to close any Exhibitor Site or leave the Event early unless you have the express written permission of the Event Supervisor which may be granted, withheld or granted subject to conditions at the Event Manager's discretion;
- l) You must comply at all times with any Laws which are relevant in any way to the Activity;
- m) You must not convey or provide any message or material at the Event which is deemed to be political in nature in the opinion of the Event Supervisor;
- n) You must make good the site upon which You undertake the Activity before leaving the Venue at the end of the Event. If in the reasonable opinion of a Council Officer, the site allocated to You requires exceptional cleaning once You have departed the Event, that cleaning will be undertaken on Your behalf at Your expense and Council will invoice you for the costs of same which you must pay to Council within 14 days of the date of that invoice, by following the instructions set out in that invoice;
- o) You must not use a moving vehicle within the Venue whilst the Event is open to the public and You must comply with all directions of Council Officers regarding vehicular access to the Event (for bump-in / bump-out etc.);

- p) All electrical leads and equipment which You use at the Event must be tagged and tested within 12 months of the event date and must have current tags showing at all times;
- q) You must ensure that all leads, hoses or other trip hazards are covered to minimise trip hazards at the Event and that warning signs are posted on all other potential hazards;
- r) Any required or recommended protective clothing for the Activity must be worn at all times while the Activity is being undertaken;
- s) No hazardous substances are permitted on site unless prior clearance is obtained from the Event Supervisor. If approved, all chemicals must have the appropriate material safety data sheets available and be stored in appropriate containers using acceptable decanting equipment;
- t) All emergency entry/exit points must remain clear and unobstructed at all times.
- u) Glass is totally prohibited at the Venue;
- v) The written approval of the Event Supervisor is required for the sale of food and beverages at the Venue. Any such approval may be subject to conditions.
- w) The Venue is a licenced premise. No alcoholic drinks are permitted to be brought into the Venue by You, Your employees, volunteers or other agents.
- x) Your name and contact information, including email address and phone number, may be used by parties directly related to the Event such as approved stakeholders and sponsors for relevant purposes such as promotion, networking and administration of the Event.
- y) You accept and acknowledge that Council may cause You or the Activity to be photographed or videotaped in the course of the Event and you hereby grant Council the permission to do so and to use such media on an irrevocable, royalty free and exclusive basis for any purposes including inclusion in publications, promotional flyers, news articles, websites, newsletters and magazines.

4. General

- a) You agree that there are inherent risks of loss, injury or death involved in undertaking the Activity and You agree to release, hold harmless from and indemnify Council against any action, claim, suit or demand for any loss, damage, expense, injury or death howsoever caused by, or, arising in any way from the Activity and Your employee's, volunteers' or other agent's involvement in the Activity;
- b) You accept and acknowledge that Council may at its discretion cancel or postpone the Event. If the Event is cancelled, Council will refund to You any Fees which You have paid that have not been bona fide expended by Council but if the Event is postponed, the Fees will not be refunded to You unless You are unable to undertake the Activity at the rescheduled Event;
- c) You will not be entitled to a refund of the Fees if You cancel your attendance at the Event within 3 months of the Event. Council may refund to You a portion of the Fees at its discretion if You cancel Your attendance at the Event prior to this time period although Council will not refund to You any amount which it has bona fide expended and will be entitled to take into account such things as the difficulty of securing another person to undertake the Activity given Your cancellation when deciding what portion of the Fees to remit to You;
- d) You must procure and maintain at all times a public liability insurance policy to the value of at least AUS\$20million at all times for the period covering the Event naming Council as joint insured or an interested party and You agree to provide evidence of this policy to Council upon demand;
- e) You must procure and maintain at all times for the period covering the Event any other insurance policies required by law (i.e. worker's compensation insurance) and any other insurance policy which a reasonable person undertaking the Activity would procure and maintain;
- f) No variation to these terms and conditions will be effective at law unless the variation is consented to in writing by Council;
- g) These terms and conditions will be governed by the laws in force in the State of Queensland and both parties unconditionally submit to that jurisdiction;
- h) Council will not be deemed to have waived any of its rights under these terms and conditions unless it has done so in writing;
- i) Council disclaims to the full extent permitted by law any warranties, whether express or implied, which are in any way relevant to the Activity;
- j) If any of these terms and conditions is declared to be invalid by a court of competent jurisdiction, that clause must be read down or severed to the extent necessary to ensure that the remainder of these terms and conditions remain in force;
- k) If a Court of competent jurisdiction finds that Council is liable to pay to You any amount, that amount must be capped at an amount no more than the Fees;
- l) Any of these terms and conditions which is capable of surviving the expiry, completion or termination of these terms and conditions including without limitation, warranties and indemnities, must remain in full force;
- m) If any dispute arises in relation to these terms and conditions the parties must bona fide attempt to resolve that dispute by serving a notice on the other party describing the nature of the dispute and attempting to informally resolve that dispute prior to instigating any court or tribunal proceedings;
- n) No rule of construction shall apply to the disadvantage of Council because it was the party which prepared these terms and conditions;
- o) YOU ACKNOWLEDGE AND ACCEPT THAT THESE TERMS AND CONDITIONS ARE DESIGNED TO PROTECT COUNCIL IN THE EVENT THAT ANYTHING SHOULD OCCUR IN RELATION TO YOUR (AND YOUR AGENTS) PARTICIPATION IN THE EVENT AND THAT THESE TERMS AND CONDITIONS SHOULD BE INTERPRETED TO BEST ACHIEVE THIS PURPOSE;
- p) YOU ACKNOWLEDGE AND ACCEPT THAT YOU HAVE HAD THE OPPORTUNITY TO SEEK YOUR OWN INDEPENDENT LEGAL ADVICE REGARDING THESE TERMS AND CONDITIONS AND THAT YOU ARE GIVING UP SUBSTANTIAL LEGAL RIGHTS BY AGREEING TO THESE TERMS AND CONDITIONS.

By signing and returning this completed application form, you confirm that you have read, understood and agree to abide to the terms and conditions attached. You agree to absolve, hold harmless and indemnify the council and their officers or assigns, from any claims, actions, suits or demands arising in any way from any Exhibitor Site which you have or apply to have at this event or the use of any equipment or property in any way associated with any Exhibitor Site which you have or apply to have at this event. You understand that by completing this application form, it does not guarantee you a site.

Signature:		Date:	
Name of Authorised Signatory:			

CHECKLIST:

Please ensure that the following has been completed:

- ☐ All fields in this form are completed.
- ☐ A copy of the organisation's public liability insurance certificate of currency is attached.
- ☐ A copy of your group's proof of not-for-profit status or incorporated association.
- ☐ A copy of your group's proof of residence in the Moreton Bay region.
- ☐ A blurb on your Equestrian Group (40 words maximum) has been emailed to the Exhibitor Coordinator at horsehomeshow@qsec.com.au.
- ☐ All artwork specifications have been emailed to the Exhibitor Coordinator at horsehomeshow@qsec.com.au.
- ☐ Site Induction Completed <https://qsec.conceptsafety.com.au>.

ARTWORK SPECIFICATIONS AND REQUIREMENTS:

TYPE	SIZE	PREFERRED FILE TYPE	REQUIRED
Promotional Material			
Promotional Images	300 DPI (file size a minimum of 1MB)	jpeg, tiff	
Logo Files	300 DPI (file size a minimum of 1MB)	eps, ai, pdf, jpeg, tiff	
Social Media Image	806 x 806 pixels (28cm x 28cm)	jpeg	
Exhibitor Thumbnail Image	120 pixels wide x 85 pixels high (4cm x 3cm) - 72 DPI	jpeg	

PLEASE RETURN COMPLETE FORM TO:

Att: Sara Brown

QSEC (Queensland State Equestrian Centre)

PO Box 159

CABOOLTURE QLD 4510

Email: horsehomeshow@qsec.com.au

Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application for a temporary site and if requested, to provide you with information about upcoming events. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.