



2023 Gladstone Careers Expo

Event Exhibitor Registration Form

On behalf of our partners and local schools in the Gladstone region, EQIP will be hosting the annual Gladstone Careers Expo on Tuesday 16th May 2023 at the CQUniversity Marina Campus, Bryan Jordan Drive, Gladstone. The event will commence at 8.30am and concludes at 3.00pm. Over 1000 Year 10-12 students from up to 10 high schools in the region are expected to attend.

Please return completed registration form to careers-expo@eqipgladstone.com.au by **Friday 17 March 2023**.

EXHIBITOR INFORMATION	
Company Name:	
ABN:	
Company Address:	
Contact Person:	
Position:	
Phone Number:	Mobile:
Email Address:	
Exhibitor sector:	<input type="checkbox"/> Education and Training (Universities, RTO's) <input type="checkbox"/> Government Organisation <input type="checkbox"/> Apprenticeships and Traineeships Provider <input type="checkbox"/> Local business or industry employer <input type="checkbox"/> Student Accommodation <input type="checkbox"/> Community or Employment Services <input type="checkbox"/> Other _____
What stall will you require?	<input type="checkbox"/> Information Stall <input type="checkbox"/> Demonstration/Interactive Stall

EXHIBITOR ATTENDEES				
Representatives attending:	Name:		Phone:	
	Email:			
	Name:		Phone:	
	Email:			
	Name:		Phone:	
	Email:			
	Name:		Phone:	
	Email:			

This is a community driven project being organised by EQIP Gladstone Incorporated in partnership with CQUniversity Gladstone and event sponsors.

For more information contact:

EQIP Operations Manager | M: 0418 745 848 | E: careers-expo@eqipgladstone.com.au
 EQIP Gladstone Incorporated | www.gladstonecareersexpo.com

SITE BOOKING	
Exhibitor package cost:	<p><input type="checkbox"/> Standard Site \$400 Approx 2m x 2m site space, 1 table, table cloth, 2 chairs Refer below for additional exhibitor package inclusions</p> <p><input type="checkbox"/> Medium Site \$650 4m x 2.5m site space, 2 tables, table cloth, 2-4 chairs Refer below for additional exhibitor package inclusions</p> <p><input type="checkbox"/> Priority Partner \$1200 Priority exhibition space, 3 tables, table cloth, <6 chairs, power Priority website position in exhibitor section Logo on front page and full A5 page editorial feature in Gladstone Careers Expo Book. Logo included in advertising with local print and online media</p> <p><input type="checkbox"/> Community Services (Not for profit) \$50 Outdoor site space available for eligible not-for-profit community support and/or volunteer services. Catering and marketing included. BYO marquee, tables and chairs. Call to discuss.</p> <p><u>Additional Exhibitor Package Inclusions:</u></p> <ul style="list-style-type: none"> • Site package outlined above may include power if required/available • Catering including lunch, coffee/tea station • Half A5 page editorial in the Gladstone Careers Expo Book • Featured in the Exhibitor section of the Gladstone Career Expo website. • Logo included in advertising with local print and online media
Payment: <i>Prices listed are inclusive of GST. An electronic tax invoice will be issued when registration is submitted. Payment will be due 14 days from date of invoice unless otherwise arranged. All payments are to be finalised prior to event date.</i>	Contact person for invoicing: _____ Purchase Order Number (if applicable): _____ Invoice to be emailed to: _____ Other invoicing instructions / requests: _____ Payment Method: <input type="checkbox"/> Bank Deposit (preferred) <input type="checkbox"/> Credit Card
Exhibitor stall preferences: <i>Preferences will be taken into consideration however cannot be guaranteed. Education/Training providers are generally located upstairs and preference is given based on package and/or sponsorship level. The Grand Court is reserved for priority exhibitors and may have limited spaces available.</i>	If you are a previous exhibitor – do you have a preference on where you would like to be located for the Expo? (<i>Education, Training and Accommodation stalls are generally upstairs, and the main foyer is reserved primarily for priority partners</i>) _____ Do you have a preference on exhibitors you would like to be located next to / away from? (where possible) _____ Number of tables required: ____ Number of chairs required: ____ (<i>based on maximum number available within your selected package</i>) Do you have your own branded tablecloth/s or do you require these to be provided for the day? <input type="checkbox"/> HAVE OUR OWN <input type="checkbox"/> PLEASE PROVIDE Do you have a marquee or vehicle and would you be interested in an outdoor site? <input type="checkbox"/> YES <input type="checkbox"/> NO
Catering	Event exhibitors will be provided with lunch at the event. Please advise if your attendees have any dietary requirements: _____

RISK MANAGEMENT

On behalf of CQU, EQIP is required to ensure all event stakeholders meet their obligations under the Work Health and Safety Act 2011 and that a suitable written risk assessment is completed in consultation with all event stakeholders. Please complete the following risk assessment questions and EQIP will collate all event exhibitor responses for one submission to CQU for the use of their facilities.

Essential Services

Please note that limited access to power points is available. Please only select this option if your stall requires power to operate. Areas to charge laptops and mobiles will be available nearby.

Do you need access to power for your event stall?
 YES NO What will power be used for? _____

Does your exhibit require any particular access considerations for set-up? i.e. large displays, vehicles, space or power requirements.
 YES NO

If yes, provide details of requirements, i.e. standard electricity access, 3-phase power, height requirements.
 Note: extension cords and installation requirements are the exhibitors' responsibility.

Insurance

Do you have current Public Liability insurance?

YES NO
If yes, provide a copy of Certificate of Currency when submitting this form.
 If no, please contact EQIP to discuss further.

Site Induction

A site induction will be held onsite at CQU University at 8am sharp on the morning of the event. All event exhibitors will be required to attend to hear the same general information about emergency procedures, first aid, hazard/incident notification procedures, and other relevant procedures. Please confirm you will be onsite at 8am to attend induction?
 YES NO

Alcohol

The Gladstone Careers Expo is an alcohol free event. Please confirm that you will comply with this event requirement.
 CONFIRMED

Stall set-up and event stall management

Stalls need to be fully set up by 8am on the day of the event. The venue will be open from 2-5pm on **Monday 15th May and 7am on the day** for those wishing to set up early. Please advise when you will be setting up:
 Monday Tuesday

If there are loose objects or exposed cords and other hazards at your event stall (while setting up, during the event or setting down after the event) this will pose a potential risk of injury to event exhibitors, patrons and other personnel. When setting up your event stall confirm that you will:

- Restrain / remove loose objects from heights while setting up, during event, and after event
- Restrain / remove loose objects from heights while setting up, during event, and after event
- Notify event organisers if event stall installation is required at a height (refer next section)
- Check your event stall area for slip, trip and fall hazards prior to event
- Ensure good housekeeping during and after event
- All cords and equipment will be maintained to ensure a hazard free zone
- Identify and escalate to event organisers any potential hazards outside your stall and in the event area in general

Work at heights

When setting up your event stall will you need to set up event stall installation at height requiring the use of ladder or elevated work platforms?
 YES NO

	<p>If yes, falls from heights or objects falling from heights could pose a potential risk to event exhibitors, patrons and other personnel. Provide specific details of the work at height required:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>If yes, please acknowledge:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eliminate work at height where possible or use safer methods such as elevated work platforms <input type="checkbox"/> Ensure use of ladders/stools etc. are minimised where possible, in good condition with suitable load rating <input type="checkbox"/> Ensure work surface even, adequate lighting, good access and housekeeping in the area
Manual Handling	<p>It is important that all event personnel are aware of correct manual handling techniques prior to handling equipment and materials. All event exhibitors will be required to minimise risk of injury from manual tasks:</p> <ul style="list-style-type: none"> • Identify hazardous manual tasks • Assess the risk • Identify and implement controls with a focus on elimination and design • Monitor and review the situation <p>Please acknowledge that you understand these manual handling risk management principles and will comply with safe manual handling techniques while onsite at CQUniversity during the Gladstone Careers Expo?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
Gas Cylinders (Used for portable BBQ's / helium balloons etc.)	<p>Will you be supplying/using gas cylinder(s) for equipment demonstration at your event stall?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, it is important that the equipment is fitted and used correctly, including safe storage and transport of gas cylinders.</p> <p>Please confirm purpose of equipment:</p> <p>_____</p> <p>Acknowledgement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If LPG bottles required (i.e. BBQ's) use only 'SwapNGo' gas bottles <input type="checkbox"/> Ensure only competent persons fit, use, remove & store gas bottles <input type="checkbox"/> Ensure cylinders placed away from direct sunlight and ignition sources
Hot work	<p>At your event stall, will there be any of the following:</p> <ul style="list-style-type: none"> • Unattended flames/fire hazard <input type="checkbox"/> YES <input type="checkbox"/> NO • Flammable liquids and gases / heat sources <input type="checkbox"/> YES <input type="checkbox"/> NO • Build-up of static electricity <input type="checkbox"/> YES <input type="checkbox"/> NO • Fireworks or pyrotechnics <input type="checkbox"/> YES <input type="checkbox"/> NO <p>If yes to any of the above, please provide details: _____</p> <p>_____</p>
Excessive noise	<p>There are noise restrictions in the surrounding community and event exhibitors are required to notify EQIP of any potential event stall installations that may have an impact upon noise levels. Will you install any equipment that could be in excess to acceptable noise levels?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, provide details: _____</p> <p>_____</p>
Other	<p>Please indicate any other potential risks that may need to be considered as part of our risk assessment process (e.g. animals, hazardous substances).</p> <p>_____</p>

MEDIA PERMISSIONS

Footage, photographs or quotes may be used for media or marketing purposes to promote the Gladstone Careers Expo and EQIP Gladstone. Media or marketing purposes include advertising and editorial in a range of publications, including newspaper, magazine and digital mediums, online content including website and social media, media releases, and event and interview footage produced by third parties for the specific promotion of the Gladstone Careers Expo.

EQIP's Facebook page and website are publicly accessible by all internet users.

Facebook page: <https://www.facebook.com/EQIPGladstone>

Websites: <https://gladstonecareersexpo.com/> and <http://eqipgladstone.com.au/careers-expo/>

On behalf of the individual identified in the Exhibitor Information section, does the person signing this form grant consent to EQIP to use, record and disclose recorded footage, photographs or quotes obtained by the organisation and/or its approved representatives, as part of the Gladstone Careers Expo?

YES NO

Student Prizes

Students attending on the day have the opportunity of entering a prize draw by completing a student feedback survey. If you are able to donate anything towards a student prize please provide details below and an EQIP representative will be in touch. All prizes are appreciated, big or small.

BOOKLET AND WEBSITE CONTENT

As per site package, each exhibitor will be given a half or full-page ad in the digital Careers expo booklet that will be accessible via the Careers Expo Website. QR codes linking to the booklet will be made available to the schools in fortnight leading up to the Expo and be on display at the event.

A 'Booklet and Website Content' Form will be sent to you to complete, this must be returned by no later than **31st March 2023** with company logo and relevant images.

Failure to return the required documents by the due date may exclude your organisation from being advertised in the booklet. A proof of the booklet page design will be sent to each exhibitor, with a minimum 72-hour approval period before going to print.

Please confirm that you have read and understand this requirement.

CONFIRMED

ACKNOWLEDGEMENT

The information provided in this form is true and accurate. I am aware of my risk management obligations and will comply with all work health and safety procedures when setting up, during the event and when setting down.

.....
Signature

.....
Date

.....
Name