



**QUEENSLAND
INDIGENOUS
BUSINESS EXPO
& FORUM 2023**

QIBEF 2023 

MARKETPLACE EXHIBITOR INFO PACK



The #QIBEF23 exhibition/marketplace is exclusively for recognised Indigenous businesses to showcase their products and services to potential buyers, connectors, and government representatives.

By purchasing this ticket, you accept the terms and conditions detailed in the following Exhibition Booth Pack, and you also give permission to be photographed (unless notified) as part of the event's proceedings.

KEY INFORMATION

Please note personal hot spotting for POS is only available at this venue

Exhibitor Booth, Brekky + Lunch (7-3pm) powered or unpowered

- Brekky is served between 7-9am only
- Brekky networking, keynote speakers, entertainment
- Access to Many Voices yarns and complementary workshops
- Volunteer booth supervision (if needed)
- x1 booth site 2m, trestle table, tablecloth, x2 chairs, x1 power lead/board (powered sites only)
- Multiple charging stations will be available for smart devices

Exhibitor Booth, Lunch only (9-3pm) powered or unpowered

- Access to Many Voices yarns, complimentary workshops, entertainment
- Volunteer booth supervision (if needed)
- x1 booth site 2m, trestle table, tablecloth, x2 chairs, x1 power lead/board (powered sites only)
- Multiple charging stations will be available for smart devices

The #QIBEF23 Team reserves the right to refuse entry, remove attendance or permit trade at the forum at any time.

By registering for an exhibition booth, the exhibitor acknowledges that they have read and understood and agree to comply with the #QIBEF23 Exhibitor Pack.

Events Contacts: p: Jenny 0436 278 529 e: events@seqicc.com.au

Exhibitor Contact: p: Lauren 0400 750 799 e: Lauren.Harper@dildilgp.qld.gov.au

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PARKING

Car parking is very limited onsite with exhibitors and VIP's given priority. Car park sites are available within 5 mins walk from The Goods Shed. You can view further car parks on the Toowoomba Regional Council Website: Parking fees, maps & permits for Toowoomba CBD (tr.qld.gov.au) . Volunteers are available on the day to assist.

Disability Parking

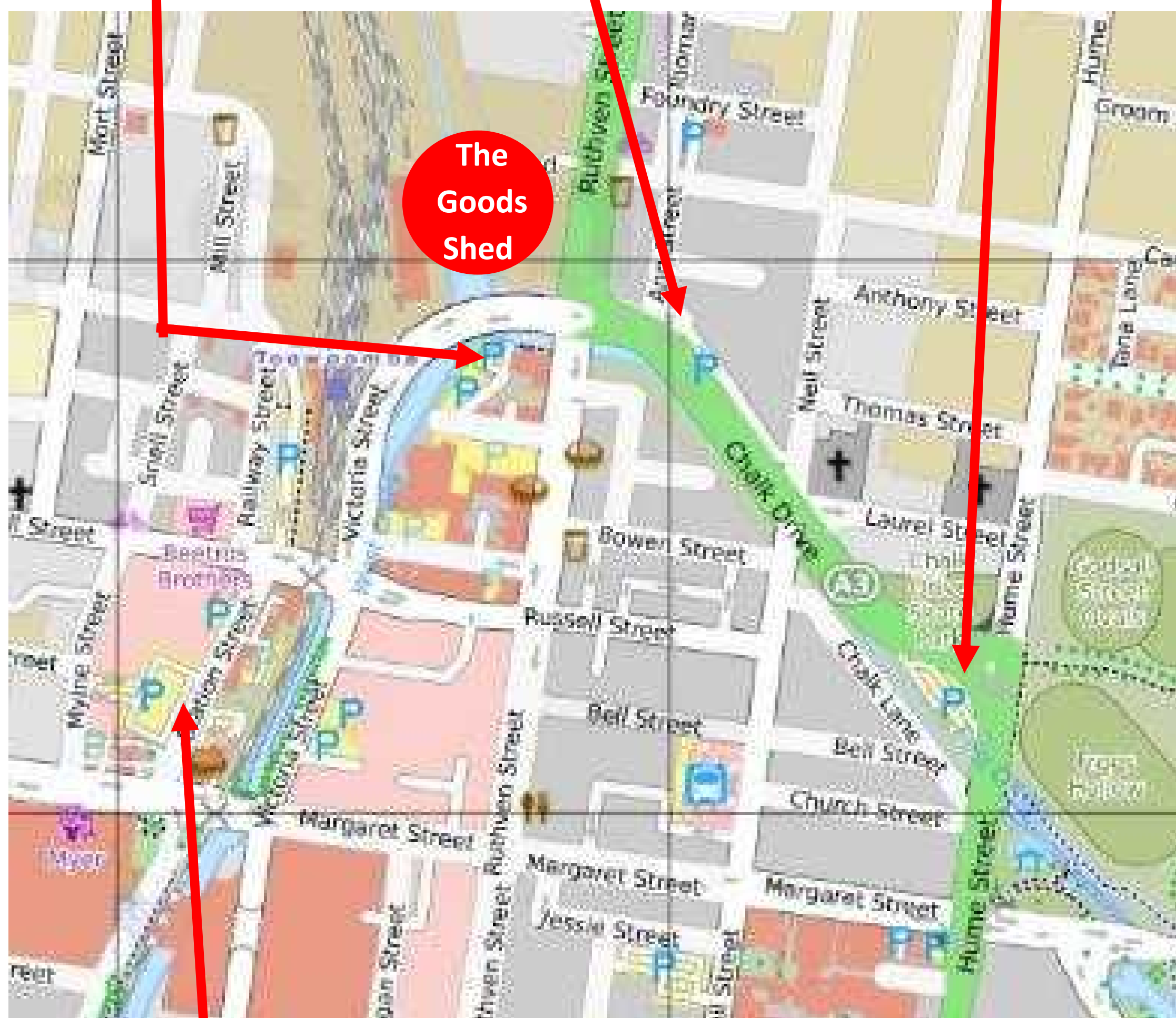
At the Goods Shed, all parking areas and McCrum Lane.

Chalk Drive

\$6.40 per day - coins
or credit card payment

Chalk Lane Car Park

\$6.40 per day - coins
or credit card payment



Station Street Car Park

\$7.80 per day - coins or
credit card payment

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POS AND CASH SYSTEMS

All exhibitors must provide their own Point Of Sales Systems.

All market stalls must provide their own P.O.S. system. There is currently no wifi options at this event. POS must be hot spotted to your smart device. Exhibitors are responsible for security of any cash reserves used on the day

BUMP IN (SET UP) | BUMP OUT (PACK DOWN)

All exhibitors are required to bump in, set up, stock, trade, pack down and bump out individually. Exhibitors will have access to bump in:

Wednesday 18th October 8.00am - 6.00pm

Thursday 19th October 6am-7am

#QIBEF23 staff or volunteers are not responsible for your exhibition or supporting materials. However, volunteers are available on the day to supervise your booth when you attend forums/workshops. Please be conscious that our team will be very busy on the day but will provide as much assistance as possible.

Any damage found to equipment, lighting, lessor's (property owners) and/or forums property will be charged to the individual responsible.

EXHIBITOR BEHAVIOUR

Representing the Queensland Indigenous Business sector, we request that all exhibitors act in a professional manner. Please be conscious of those around you, observe all safety Procedures, and please follow all directions upon arrival, during and following the forum. Please report any incidents to one of our team members immediately.



FOOD & LIQUOR SAMPLING REQUIREMENTS:

Alcoholic & Non-Alcoholic Beverage:

The venue requires all exhibitors intending to distribute samples of food & non-alcoholic beverages, to complete their [Food & Beverage Sampling Request form](#).

Please provide this form by **14 October 2023** via the [Exhibitor Ordering Portal](#).

Liquor Requirements

Please note that liquor cannot be sold for consumption at the #QIBEF23. Exhibitors can provide free samples that meet the following requirements:

Maximum sample sizes are:

- Beer 50mls
- Wine 30mls
- Spirits 10mls

Sampling must be served in disposable packaging, consumed and disposed of at the point of sample. Sampling must be confined to the boundaries of your exhibition booth. A sample must be free of charge.

Please provide the following to #QIBEF23 organisers:

- A copy of your **current Responsible Service of Alcohol certificate issued in Queensland** or another state or territory.
- A copy of your **current liquor or wine license or permit issued in Queensland**

NOTE: If these are not provided, you will not be legally permitted to sell (to take away only) or sample liquor at the #QIBEF23.

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INSURANCE REQUIREMENTS

All exhibitors must supply their own Public and Product Liability Insurance, contact the event organiser should you not hold any insurances

SPECIALTY STALLS

Exhibitors if you have custom stand size outside of the 2mx2m allocation, specialty walls please contact our exhibitor contact prior so that we can review it.

FAQ'S

Is the venue accessible?

the Venue is Wheelchair accessible and has allocated parking please check the venue website for all information:

Other things to be mindful of:

This is an inclusive event and visitors to your site will potentially come from many different backgrounds, abilities & different lived mental health issues. Being mindful of people who are hypersensitive to bright lights or fluorescent lights - this may negatively impact on their ability to concentrate and/or interact comfortably and effectively. As well as people who find it difficult to distinguish between background and foreground sounds or have a hypersensitive hearing.

For this reason we ask you to refrain from loud music & flashy lights to accommodate for all participants.



What are the #QIBEF23 COVID-19 Measures

To protect others you are required to:

- Practice good hand hygiene
- Practice physical distancing
- Stay at home and do not attend the if you feel unwell

Is there additional storage at the venue?

There is limited on-site storage facilities. It is recommended that exhibitors keep packing materials to a minimum.

Will there be WiFi at the venue?

Wireless internet is not available. To operate your POS system you would need to hotspot to your device.

What will my photo be used for?

We have several partner organisations (third parties) IBA (Indigenous Business Australia) and or EDQ who will have usage rights for images taken on the day. Images may be used outside of QIBEF promotions. If you are not wanting your image taken on the day please let our volunteers know. We are unable to control all aspects of where images are being used and for what purpose.



How can I promote my business on the lead up to the day?

We are currently aiming to build a independent social presence that can be used for years to come. Following and tag @ibef_QLD on both FB & Insta this helps us promote the event year to year but also showcases your deadly QLD businesses on the lead up to the day.

If you are unsure on what to post or want us to post instead complete the following Showcase form it only takes minutes:

<https://airtable.com/appY2fCQb6dicjABI/shrZ4WLc3B815bjCL>

Are there delegate bags I can contribute to with an offer or include my business card?

This years event will include 150 delegate bags. Delegate bags will be hand packed by a team of volunteers by no later than 17th October.

For Brisbane drop off on or prior to **16th October** contact Jenny events@seqicc

For Toowoomba drop off on or prior to **17th October** contact Lauren.Harper@dasilgp.qld.gov.au

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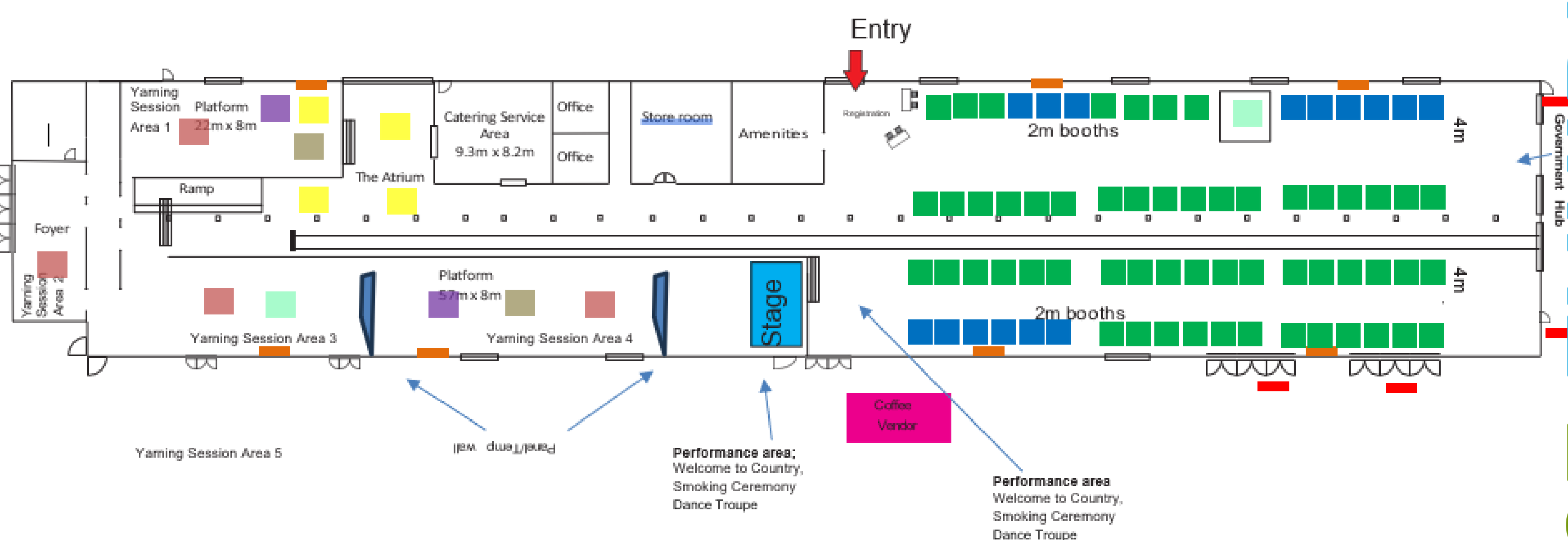


EXHIBITOR FLOORPLAN

When will I receive my booth number?

Once we receive all bookings we can allocate booth numbers. An email will be sent 3-7 days prior to the event. Below is the general floorplan of the venue space and the 'Exhibitor Marketplace'

- Presentation/workshop area (projector/screen, laptop, seating)
- Exhibitor Booth
- Powered Exhibitor Booth
- Yarning Forum breakout sessions
- Breakfast event area and presentations area (lectern, screen, mic, possible small stage)
- Coffee Vendor location option
- Power Box – 6 single outlets per box
- Emergency exit
- 'On the couch' panel set up option.
- Charging Stations
- Registration/Volunteer team Hub



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