



# Ipswich Fresh Futures Market

Connect with local resources and support for your future

## STALL HOLDER REGISTRATION FORM

Thank you for your interest in the 2017 Fresh Futures Market.

**Wednesday, 6 September**

**9.00 am - 1.00 pm**

**Ipswich Showgrounds, Warwick Road, Ipswich**

To register a stall please return your completed form and payment by **Wednesday, 23 August** to:  
*(There are no guarantees that a stall will be allocated for bookings made after this date)*

**Karri Browne**

Seniors and Disabilities Community Development Officer

Ipswich City Council

Email: [karri.browne@ipswich.qld.gov.au](mailto:karri.browne@ipswich.qld.gov.au)

SERVICE DETAILS	
Organisation:	
Postal address:	
Contact person:	
Contact person number:	
Contact email:	
Please provide a brief description of your service (e.g. target audience, costs, catchment area, services provided or website). In the lead up to the market we plan to post this information on the Fresh Futures Market Facebook page. If your organisation would like to include photos on the Facebook entry please ensure these are sent through and that you have gained the necessary consent to use these images.	

To assist us to plan where to position your stall at the event please indicate which of the following categories best describes the service/s your organisation provides. Please note individual requests will be considered when planning stall allocations but the Fresh Futures Market Planning Committee will make the final decision.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Employment                        | <input type="checkbox"/> RTO and education            | <input type="checkbox"/> Volunteering        |
| <input type="checkbox"/> Community service                 | <input type="checkbox"/> Service for carers           | <input type="checkbox"/> Information service |
| <input type="checkbox"/> Leisure, social or sporting group | <input type="checkbox"/> Other – please specify _____ |  |

### SERVICE REPRESENTATIVES

Please show who will be attending from your service. If exact details aren't known please indicate the anticipated number of people attending:

Anticipated number of people attending:	
Name:	
Name:	
Name:	
Known dietary requirements:	
Other requirements:	

### DISPLAY DETAILS

Stall holders will be provided with a table, 2 chairs and a display board.	<input type="checkbox"/> Access to power required (Please note: You will be required to bring your own tagged and tested extension cord)  <input type="checkbox"/> Double sized site required (Please note, that site fees are doubled for this option and you will be provided with 2 tables, 4 chairs and 2 display boards)  <input type="checkbox"/> Other – please specify _____
Please describe other equipment you will be providing for your display (e.g. banners, laptop, popcorn machine)	

### PROMOTIONAL IMAGES AND INSURANCE

When making your booking we ask that you provide a copy of your Public Liability Insurance Policy and your logo to use in the final report and on promotional material.

- A high resolution logo is attached for use in the final report and promotional material
  - A copy of my organisations Public Liability Insurance Policy is attached
- If you are unable to supply any of these please provide a brief comment about this:

\_\_\_\_\_

## PAYMENT DETAILS

All stall holders are required to pay a fee of \$100 for not-for-profits or \$150 for business/government per stall to contribute to the cost of holding this event. Invoices will be issued by Ipswich City Council and a receipt will be sent after payments have been received.

Please note: If less than 48 hours notice is given to cancel a booking a late cancellation fee will apply to cover costs. No refunds will be available.

If you have any queries or require further information please feel free to contact Karri Browne at Ipswich City Council on (07) 3810 6646 or email [karri.browne@ipswich.qld.gov.au](mailto:karri.browne@ipswich.qld.gov.au)

## FOR INTERNAL USE ONLY

- Booking received:    /    /2017
- Booking confirmation sent:    /    /2017
- Copy of Liability Insurance received:    /    /2017
- Payment received:    /    /2017
- Logo received:    /    /2017
- Details provided for Facebook:    /    /2017



[facebook.com.au/FreshFuturesMarket](https://facebook.com.au/FreshFuturesMarket)

This event is proudly supported by:

Able Australia, ALARA Qld Ltd, Carers Qld, Disability Community Awareness, Empowered Futures, Focal Community Living Inc., HealthCall, Ipswich City Council, Ipswich Libraries, Montrose Therapy & Respite Services, National Disability Coordination Officer, QDN, Real Community Services and TAFE Queensland South West