

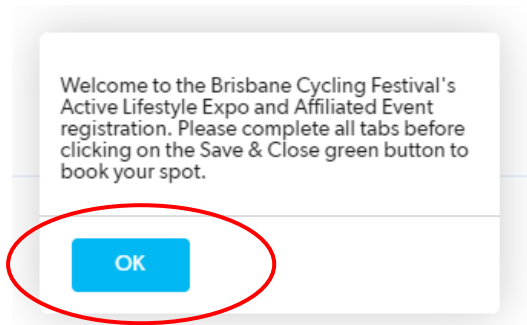
BRISBANE CYCLING FESTIVAL

Lifestyle Expo Registration

Complete if you are only registering as an exhibitor at the Brisbane Cycling Festival's Active Lifestyle Expo at the Brisbane Showgrounds between Friday, 9 April – Sunday, 11 April 2021.

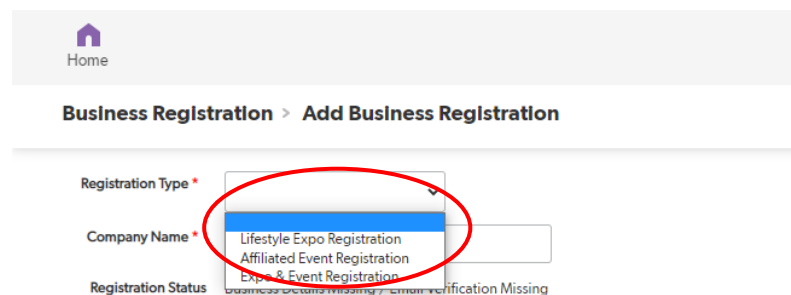
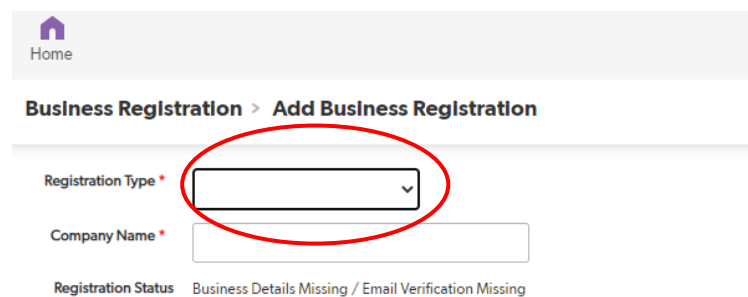
Step 1:

Click the Blue 'OK' Button:



Step 2:

Select your registration type:



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Step 3:

Enter your details in the Purple '1. Business Details' Tab.

Business Registration > Add Business Registration

Registration Type * Lifestyle Expo Registration

Company Name * TEST

Registration Status ???

Total Expo Site Price Total Amount Owing \$0

1. Business Details 2. Expo Agreements 3. Expo Sites Business Contacts

Business Details

Website * TEST.COM.AU ABN * TESTABN

Postal Address

Search for an address

TEST

Street 2

TEST

QLD 4000

Australia

First Name * TEST Surname * TEST

Phone 0733901477 Mobile 0400000000

Email * brisbanecyclingfestival@cycling.org.au

Note: These contact details will be added to the business contacts registration automatically after saving

Step 4:

Click on the Blue '2. Expo Agreements' Tab.

Business Registration > Add Business Registration

Registration Type * Lifestyle Expo Registration

Company Name * TEST

Registration Status ???

Total Expo Site Price Total Amount Owing \$0

1. Business Details 2. Expo Agreements 3. Expo Sites Business Contacts

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Step 5:

- Read all agreements.
- Agree to all agreements, by ticking the 4 (four boxes to the right).
- Type your full name.
- Enter date.
- Upload your current Certificate of Currency.

Business Registration > Add Business Registration

ACTIVE LIFESTYLE EXPO
GENERAL INFORMATION

LOCATION
The location of your expo space will be provided to you approximately six weeks out from the event with the Exhibitor Kit.

SITE SELECTION
A layout map will be provided prior to the event. The opportunity to select a particular site will begin with event sponsors and then be provided to all exhibitors in the order of booking and based on available sites.

OPENING HOURS
All exhibitors are expected to arrive at least 15 minutes prior to expo opening and remain until the expo is closed of patrons at the closing of expo.

MARQUEE REQUIREMENTS
Please ensure you provide weights and walls for your pop-up marquees. Strictly no pegging is permitted. Site surfaces will be a combination of turf, asphalt and gravel.

SITE SIZE
All exhibitor products and displays must fit within their allocated site area, any products or displays protruding this space will be removed.

ADDITIONAL HIRE REQUIREMENTS
Additional hire requirements can be ordered through the approved provider. For example furniture, power, lighting, audio visual requirements etc. An order form and contact details for additional requirements will be provided upon confirmation of booking.

INSURANCE
Festival management requires all exhibitors to provide a copy of your Certificate of Currency along with your booking form. The Certificate of Currency must either state 'Australia-wide cover' or nominate the event with a minimum value of \$10,000,000 and valid between the event dates.

RESTRICTIONS
Exhibitors will be restricted in display, sale and sampling of some products and services. Please note restrictions listed in this document are subject to change. Please check the restrictions or check with the Exhibition Coordinator prior to booking that your product will not conflict.

SAMPLING/SPRINKLING
There is strictly no sampling or sprinkling outside your allocated expo site. All Exhibitor activities are to be conducted from within your allocated site space.

EXHIBITOR SIGNAGE
All exhibitor signage must fit within the allocated site space purchased, any signage not within this area will be removed. Flags may be attached to frame poles.

PARKING & EXHIBITION ACCESS
There is no parking reserved for exhibitors within the Event Precinct. Exhibitors will be issued with short term bump around passes to access a designated area to unload and load vehicles.

PAYMENT
A 50% non-refundable deposit per event is due upon booking of site. Payment can be made via credit card over the phone or alternatively you can be issued with an invoice upon your request. Deposits must be paid within 14 days of booking in order for the exhibitor to be given priority booth position, in accordance to the order that their booking form was received. The balance will be forwarded to the exhibitor as an invoice and is to be paid 30 days prior to the event.

COVID-19
In the event that Covid19 causes the cancellation of the Festival in 2021, all monies paid including the booking deposit will be returned to the Exhibitor excluding transaction fees.

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I/WE AGREE TO PAY THE AMOUNT STATED ABOVE FOR THE HIRE OF AN EXHIBITION SPACE

I/WE UNDERSTAND AND AGREE TO THE TERMS OF CANCELLATION AND PAYMENT FORFEIT

I/WE HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE ACTIVE LIFESTYLE EXHIBITION

I/WE HAVE READ THE RESTRICTIONS THAT WILL BE ENFORCED WITH REGARDS TO EXHIBITING AT THE ACTIVE LIFESTYLE EXPO AND AGREE TO ABIDE BY THEM THROUGHOUT THE DURATION OF THE EVENT

Name of Authorised Person

Currency Certificate

No file chosen

Payment Agreement

Terms of Cancellation Agreement

T&C Agreement

Restrictions Agreement

Date

Step 6:

Click on the green Save & Close button on the top right-hand corner:

Home

Business Registration > Add Business Registration

Save & close Cancel

Registration Type * Lifestyle Expo Registration

Company Name * TEST

Registration Status Expo Certificate Details Missing / Expo sites Missing / Email Verification Missing

Total Expo Site Price Total Amount Owing \$0

1. Business Details 2. Expo Agreements 3. Expo Sites Business Contacts

By accepting the below statements; I/WE are acknowledge that we have read the terms and conditions of exhibiting in the Active Lifestyle Expo sales materials and/or on the Brisbane Cycling Festival website prior to making the below agreements.

Hide/Show Agreement

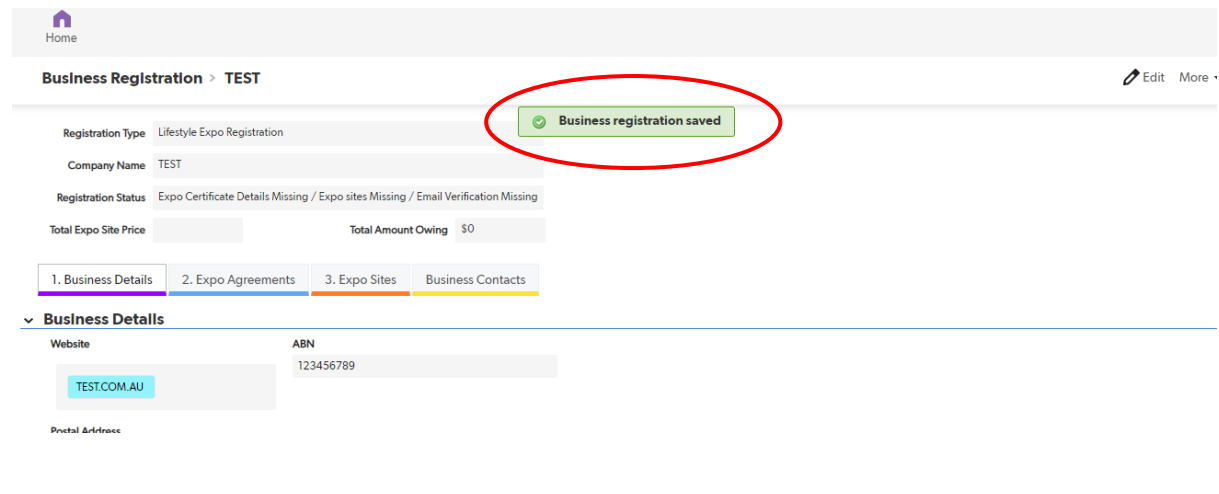
Full Report | More 1 Document

Report Link

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Step 7:

Business registration saved message should appear on your screen:



The screenshot shows a web interface for business registration. At the top, there is a 'Home' button and a breadcrumb trail 'Business Registration > TEST'. A green notification box with a checkmark and the text 'Business registration saved' is highlighted with a red circle. Below this, the registration details are displayed: 'Registration Type' is 'Lifestyle Expo Registration', 'Company Name' is 'TEST', and 'Registration Status' is 'Expo Certificate Details Missing / Expo sites Missing / Email Verification Missing'. There are also fields for 'Total Expo Site Price' and 'Total Amount Owning' (\$0). A navigation bar shows four tabs: '1. Business Details' (active), '2. Expo Agreements', '3. Expo Sites', and 'Business Contacts'. The 'Business Details' section is expanded, showing 'Website' as 'TEST.COM.AU' and 'ABN' as '123456789'.

Step 8:

You will receive an email with your registration link, if you require to go back to update any details:

Exhibitor Registration: Brisbane Cycling Festival Inbox x

notify@quickbase.com

08:06 (2 minutes ago)

to me ▾

Hi TEST,

Thank you for registering TEST as an exhibitor at the Brisbane Cycling Festival's Active Lifestyle Expo!

If you need to go back and update your details, please use the link below:

<https://datagility.quickbase.com/db/bqs3kpfr2?a=dr&r=k>

We are looking forward to see you there.

Kind Regards,

Brisbane Cycling Festival

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Step 9:

In the 1. Business Details Tab, after saving above – you will be required to verify your email.

Click on the Aqua Button 'Please verify Email' down the bottom of the page:

Business Registration > TEST

1. Business Details | 2. Expo Agreements | 3. Expo Sites | Business Contacts

Business Details

Website **ABN**

TEST.COM.AU 123456789

Postal Address

Old Cleveland Rd., Queensland 4155

First Name **Surname**

TEST TEST

Phone **Mobile**

0733901477 0400000000

Email

jodie.behan@cyclimg.org.au

Note: These contact details will be added to the business contacts registration automatically after saving

Please Verify Email Enter Verification Code

Step 10:

You will receive an email with your verification code:

Email Verification: Brisbane Cycling Festival Inbox x

notify@quickbase.com

08:11 (0 minutes ago)

to me ▾

Hi TEST,

Below is the email verification code for TEST 's Brisbane Cycling Festival's exhibitor registration.

Verification Code: TES2010

Please find the registration link below if you require to access it again:

<https://datagility.quickbase.com/db/bqs3kprf2?a=dr&r=k>

Kind Regards,

Brisbane Cycling Festival

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Step 11:

- Copy the verification code from the email.
- Click on the Purple 'Enter Verification Code' button.
- Paste the code into the box when prompted.
- Click the Blue 'OK' button.

The image displays two screenshots of a web application's 'Business Registration' process. The top screenshot shows the 'Business Details' step, which is circled in red. It includes fields for Website (TEST.COM.AU), ABN (123456789), Postal Address (Old Cleveland Rd., Queensland 4155), First Name (TEST), Surname (TEST), Phone (0733901477), and Mobile (0400000000). An email address (jodie.behan@cyclimg.org.au) is also provided. A note states: "Note: These contact details will be added to the business contacts registration automatically after saving". Two buttons are visible: a green "Please Verify Email" button and a purple "Enter Verification Code" button, both circled in red.

The bottom screenshot shows a modal dialog box from datagility.quickbase.com, also circled in red. The dialog prompts the user to "Enter Verification Code" and includes an input field and "OK" and "Cancel" buttons. The background shows the same registration form, but the 'Enter Verification Code' button is highlighted in purple.

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Step 12:

Click on the Orange '3. Expo Sites' Tab.

Business Registration > TEST

Registration Type Lifestyle Expo Registration
Company Name TEST
Registration Status Expo Certificate Details Missing / Expo sites Missing
Total Expo Site Price Total Amount Owing \$0

1. Business Details 2. Expo Agreements 3. Expo Sites Business Contacts

▼ **Business Details**

Website ABN
Postal Address

Step 13:

Click on the 'Add Site' button.

Registration Type Lifestyle Expo Registration
Company Name TEST
Registration Status Expo Certificate Details Missing / Expo sites Missing
Total Expo Site Price Total Amount Owing \$0

1. Business Details 2. Expo Agreements 3. Expo Sites Business Contacts

▼ **Expo Sites**

Expo site Type - Size	Quantity	Price
No expo sites found		

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Step 14:

- Enter selection for Stall Size.
- Enter selection for quantity.
- Enter your brand/product/services details.

Expo Sites > Add Expo Site

Expo site Selection

Expo site Type - Size *	Quantity *	Price
<input type="text" value="Search and select"/>	<input type="text" value="1"/>	\$0
Enter Brands/Products/Services		
<input type="text"/>		
<input type="button" value="Save & close"/>	<input type="button" value="Cancel"/>	

Step 15:

Click on the Green 'Save & Close' button down the bottom.

Expo Sites > Add Expo Site

Expo site Selection

Expo site Type - Size *	Quantity *	Price
<input type="text" value="3x3m"/>	<input type="text" value="1"/>	\$1000
Enter Brands/Products/Services		
<input type="text" value="TEST TEST"/>		
<input type="button" value="Save & close"/>	<input type="button" value="Cancel"/>	

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Step 16:

A Green 'Expo site saved' notification will come up.

Business Registration > TEST

Registration Type: Lifestyle Expo Registration

Company Name: TEST

Registration Status: Expo Certificate Details Missing

Total Expo Site Price: \$1000 Total Amount Owning: \$1000

1. Business Details 2. Expo Agreements 3. Expo Sites Business Contacts

Expo Sites

Expo site saved

Step 17:

You will receive a confirmation email to confirm your registration was successful through the system.

Exhibitor Registration: Brisbane Cycling Festival Inbox x

notify@quickbase.com
to me ▾

08:22 (0 minutes ago)

Hi TEST,

Thank you for registering as an exhibitor at our Brisbane Cycling Festival's Active Lifestyle Expo.

We will be in contact with you shortly with additional information and payment details.

Kind Regards,

Brisbane Cycling Festival