

**National Youth Week Launch
Stallholder Information**

Thank you for expressing interest in holding an stall holder at this year's National Youth Week Launch 2011. Below is listed:

- Information about the event;
- What we can provide in way of support;
- Further information around the event and;
- A request for more detailed information from potential stallholders.

If there are any queries, questions or concerns, my contact information is listed at the end of this document. Please contact me so we can address any issues.

About the National Youth Week Launch

The National Youth Week Launch is a multiplatform event that explores, celebrates and showcases the diverse youth culture in Queensland today.

Developed & managed by young people, and while the primary target audience **are** young people – The National Youth Week Launch Party will provide the wider community with an opportunity to experientially learn what makes youth 'youth'.

The National Youth Week Launch Party will be installed throughout the Brisbane central business district, encompassing the areas that young people access and 'hang out' in. The decision to centrally locate the event reflects the events intent to be highly visible, highly accessible, and embedded within the larger community.

This exploration is not limited to the easily digestible elements of modern youth culture. The National Youth Week Launch Party (Brisbane) will provide a platform for discussion and be inclusive of young people from CALD backgrounds, young people that identify as LGBTIQ¹ and youth people living with disability & issues related to mental health.

What Brisbane City Council Will Provide to Stall Holders & Exhibitors

The primary focus of the National Youth Week Launch is evident: showcasing youth arts. The events secondary focus is to provide space for those organisations that support youth to:

- Showcase the outcomes of youth programs that organisations may have facilitated;
- Provide a space to interact with young people who attend the event and;
- Interact with the wider community that have come to support youth in the Greater Brisbane Region.

To this end, as an stall holder at the Youth Arts Showcase, the Brisbane City Council will provide you with:

- A marquee to provide shade and space to set up in;
- Foldout tables (as required);
- Incorporation of stall information on online marketing materials and;

Included with this document is an information sheet, requesting details from prospective stall holder and technical requirements. We would ask that this form be returned to the included contact as soon as possible, to facilitate event logistics (i.e. Marquee hire, event planning, design etc.).

¹ Lesbian, Gay, Bi-Sexual, Transgender, Intersex, Questioning.

What Brisbane City Council Asks of Stall Holder & Exhibitors

To support the National Youth Week Launch, the Brisbane City Council asks an stall holder participating in the event to:

- Promote the event through their networks & to young people they engage with;
- Ensure that stalls are staffed during the hours of the event (4pm & 10pm);
- Provide appropriate signage for use in the stall/exhibit area;
- Install exhibit/stall between 1.30 & 3.45pm on Friday 1st April and;
- De-install exhibit/stall at the conclusion of the event.

While the National Youth Week Launch event is covered by the Brisbane City Council's public liability insurance, it is the responsibility of the stallholder to insure the contents of their stall where appropriate. Brisbane City Council will not be held liable for any damage or injury sustained as a result of participation in this event.

Considerations to take into account

Outlined below are several considerations to be taken into account when planning your presence at the National Youth Week Launch event. If they present any issues or concerns, please do not hesitate to contact Youth Project Officer Lisa Lennon (Details below) to discuss these further.

- The National Youth Week Launch event has a very large performance component, accounting for a wide range of tastes, styles and levels of volume. There will be a large volume of sound in the Reddacliff Place/Brisbane Square area.
- The layout of the 'market' environment will be finalised the week commencing March 28th and stallholders will be provided with a map outlining the location of their presence in the King George Square space.
- There will be limited on-street parking available around Reddacliff Place/Brisbane Square on the day. If parking is required, please contact Lisa Lennon on the details below.
- Loading access on Reddacliff Place/Brisbane Square is possible on the day, by prior arrangement. Please note on your information form if you will require loading access so appropriate permits can be obtained.

Where to from Here

As noted above, a stall holder information form has been included in this package. Prospective stallholders are asked to complete this form and return it by COB, Friday March 18th to the email address listed there.

Stallholders will be contacted the week commencing March 25th with:

- Confirmation letter;
- Contract;
- Requested parking permissions and;
- Further information (maps, marketing material etc).

Questions & Queries

Should you have any questions about this event, require further information around setting up a stall in the space or general quires, please do not hesitate to contact;

Lisa Lennon

Visible Ink Support Officer - Brisbane City Council

M: 0410 570 273

E: lisa.lennon@brisbane.qld.gov.au

W: www.visibleink.org

**National Youth Week Launch
Stallholder Details.**

Organisation	
Contact Person	
Contact Email Address	
Contact Phone Number	
Mailing Address	

Purpose of Stall? <i>Exhibit Art, Information, workshop activity etc?</i>	
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Information about your organisations and/or activity. <i>100-200 words about your organisation and/or activity. For internal use only.</i>	
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Space Requirements? <i>Marquees come in 3x3m dimensions standard. Do you need larger than this?</i>	
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Technical Requirements? <i>Will you require power & lighting etc. Please be aware there is limited power available in Reddacliff Place/Brisbane Square on the day.</i>	
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Will you require load in/out access to King George Square?	YES	NO
Will you require vehicle parking on the day?	YES	NO
Will you require electricity for your stall?	YES	NO

Is there any further information you would like to provide?	
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Important Dates & Timeline

Friday 18th March	Information for to be returned to designated Brisbane City Council officer.
Wednesday 23rd March	Stallholders will receive confirmation and finalisation of technical requirements Youth Arts Showcase.
Monday 28th March	Stallholders will be contacted to confirm attendance of National Youth Week Launch.
Friday 1st April	National Youth Week Launch event runs 4pm to 10pm. Setup prior to 3.30pm and breakdown after 10pm.

Please forward this completed form via:

EMAIL: lisa.lennon@brisbane.qld.gov.au

MAIL: Lisa Lennon

Visible Ink

54 Berwick St

Fortitude Valley QLD 4006

FAX: ATT: Lisa Lennon

(07) 3403 0186