



volunteer centre

Ionad d'Obair Dheonach Fhine Ghall

FINGAL



Fingal Volunteer Expo is back for 2014

Dear Colleague,

We are delighted to announce that our first Fingal Volunteer Expo will take place on **Thursday 3 April 2014** from **11:00 to 18:00** on the Main Concourse on the Upper Level in the Blanchardstown Centre, Blanchardstown, Dublin 15.

We are inviting all volunteer involving organisations to join us at **Fingal Volunteer Expo**. This event is aimed at helping organisations attracting people who are interested in becoming volunteers but who may not know where or how to go about it.



This is a great opportunity for you to showcase your volunteer opportunities; let the community know about the work you do; network with other organisations; and get to engage with Fingal Volunteer Centre and develop new opportunities.

Exhibition stands are limited and are available on a first come, first served basis. If you are interested in attending please read the attached terms and conditions and **complete the Expression of Interest form and return it along with a non refundable €25 booking fee to us on or before Friday 21 March 2014.**

If you have any questions we will be delighted to hear from you or if you have any other questions in relation to volunteer management please do not hesitate to contact us. Updated information and list of participant groups will be provided at www.volunteerfingal.ie

Please note that we have one other Volunteer Expos this year in **The Pavilions Shopping Centre, Swords**, on **Thursday 25 September 2014**. We hope to see you at Fingal Volunteer Expo.

Yours sincerely

Stuart Garland
Manager

Fingal Volunteer Centre
Dillon House, Unit 106, Porters Road
Coolmine Industrial Estate,
Dublin 15

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Fingal Volunteer Expo

Thursday 3 April 2014, 11:00 – 18:00

Main Concourse, Blanchardstown Centre, Blanchardstown, Fingal

Please read the terms and conditions fully before completing. Please complete form in Block Capitals.

| | | | |
|---|--|--|---------------|
| Your name | | | |
| Role in organisation | | | |
| Email address | | | |
| Organisation | | | |
| Telephone | Work | | Mobile |
| Current Number of Volunteers | | | |
| Number of opps. available at Expo | | | |
| Name of people manning stand <i>(One person must man the stand at all times and no more than two people at any stage)</i> | 01 | 02 | |
| | 03 | 03 | |
| | 05 | 06 | |
| Participant agreement | On behalf of my organisation we agree to participate fully in Fingal Volunteer Expo and we will man our stand throughout the full duration of the event. We agree to all the terms & conditions attached. Payment is enclosed / or has been made by EFT. | | |
| Payment method <i>(Tick appropriate box)</i> | Cheque / postal order <input type="checkbox"/> | Electronic Funds Transfer <input type="checkbox"/> | |
| Signed | | | |
| Date | | | |

Payment

You can pay by cheque or postal order to be made payable to **Fingal Volunteer Centre Limited**. If paying by Electronic Funds Transfer (EFT) please **type EXPO followed by the organisation name in description field**. Bookings are not confirmed until payment is received in full.

| | | | |
|----------------|--|-------------------------|-----------------------------|
| Account | Fingal Volunteer Centre Limited | Account Number | 1008 0213 |
| BIC | ULSB IE 2D | IBAN | IE73 ULSB 9850 2110 0802 13 |
| Bank | Ulster Bank, Blanchardstown, Dublin 15 | Branch Sort Code | 98 - 50 - 21 |

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Terms and conditions of participation in Volunteer Expo

1. Participating organisations will issue a copy of these terms and conditions to all volunteers / staff who man their stands.
2. Stands will be allocated on a first come first served basis. Early booking will guarantee a stand on the south facing side of the main concourse (facing the information desk). At least half the stands will be north facing (facing the front door of Debenhams).
3. Participating organisations must be currently active and in good standing on the Fingal Volunteer Centre database and must have volunteer opportunities available in the Fingal County.
4. Participating organisations may only promote their own organisations and volunteer opportunities.
5. You may not carry out fundraising directly from your stand.
6. Each group will be provided with a table (approximately 6 feet x 30 inches) and 2 chairs per stand.
7. Each exhibition stand is free standing (i.e) there will be no wall to put posters on, so you must bring your own pull up banner stand or other time of exhibition stand if you wish.
8. Each Group may not display more than 2 pull up banner stands or 1 display that extends no more than 2 metres wide.
9. Electricity cannot be provided to and stands.
10. Due to the nature of the location of the stands and to ensure we are keeping with a quality image of volunteering coats, jackets, handbags, rucksacks and other personal items are not to stored on the stands, under the tables or on the backs of chairs as this will be visible to people coming up and down the travelators.
11. Lockers will be provided, but Fingal Volunteer Centre and the Blanchardstown Centre accepts no responsibility for the safety of any items.
12. The instructions of Volunteer Centre Staff & General Manager, must be complied with at all times.
13. All advertisements and signs displayed will require the prior approval of the General Manager. No sign or equipment of any sort may be attached to any part of the Shopping Centre, without permission and there must be no interference with any of the ornamental or decorative features within the Shopping Centre.
14. No food or drink is to be consumed in the Mall or on a stand, at any time, and smoking is prohibited.
15. Back-up stock or leaflets etc. will not be allowed at each stand or under tables. A small storage facility away from the stand will be provided. Neither Fingal Volunteer Centre nor The Blanchardstown Centre will be responsibility of the security of these items.
16. Promotional stands must be manned, at all times between 11.00 and 18.00, and you must comply with the general standards and ambiance of the Centre, as determined by the Centre Management.
17. Stands must be in place **no later than 10:45 on Thursday 3 April 2014.**
18. Organisations will be required to display their materials in a style and to a standard that is acceptable to the both the Blanchardstown Centre and Fingal Volunteer Centre and should promote a positive image of volunteering.
19. All exhibitors must maintain the site and the immediately surrounding area in a neat and tidy condition, removing all packaging, rubbish and other waste materials.
20. No wireless, tape recorder or record player may be played from the site.
21. People manning stands must be dressed to a standard in keeping with a high class Shopping Centre. We are encouraging volunteers to wear T-Shirts or attire promoting volunteering in their organisations.
22. All Participating organisations must provide an organisation bio and contact details which will be included in a handout on the day
23. Fingal Volunteer Centre reserves the right to cancel or postpone or adjust at any time or to change venues or timings.

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