



volunteer centre

Ionad d'Obair Dheonach Fhine Ghall

FINGAL



Fingal Volunteer Expo 2015, Swords Pavilions Shopping Centre

Dear Colleague,

Fingal Volunteer Centre is delighted to announce that our Volunteer Expo takes place on **Thursday 24 September 2015** from **11:00 to 17:00** on the Main Concourse on the Ground Floor (beside Easons) of Swords Shopping Centre, Main Street, Swords. This event is being organised as part of our activities for Autumn 2015.

We are inviting volunteer involving organisations to join us at our **Volunteer Expo**. This event is aimed at helping organisations attract people who are interested in becoming volunteers but who may not know where to start.



This is a great opportunity for your organisation to showcase your volunteer opportunities; let the community know about the work you do; network with other organisations; and get to engage with the Volunteer Centres 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 €20 booking fee to us on or before Monday 21st September 2015.**

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. We hope to see you at Volunteer Expo 2015.

Yours sincerely

Daiga Martins Borges
Elizabeth Ciara Collen
Fingal Volunteer Centre

Fingal Volunteer Centre
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Volunteer Expo 2015

Thursday 24 September 2015, 11:00 – 17:00

Main Concourse, Beside Easons, Swords Pavilions Shopping Centre

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

Your name				
Organisation				
Role in organisation				
Address				
Email address				
Telephone	Work		Mobile	
Current Number of Volunteers				
Number of opps. available at Expo				
Participant agreement	On behalf of my organisation we agree to participate fully in the Volunteer Expo 2015 and we will man our stand throughout the full duration of the Expo. We agree to all the terms and conditions attached. I enclose a cheque or postal order for €20 made payable to "Fingal Volunteer Centre".			
Signed				
Name in Block Capitals				
Date				

Please return completed application forms and a cheque or postal order for €20 made payable to Fingal Volunteer Centre to: Volunteer Expo, Fingal Volunteer Centre, QES House (8C), Birch House, Rosemount Business Park, Dublin 11 before Monday 21 September 2015.





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FINGAL Volunteer Expo 2015

Please read the terms and conditions fully before completing

Terms and conditions of participation in Volunteer Expo 2015

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/paid - first served basis.
3. Participating organisations must be currently active and in good standing on the Fingal Volunteer Centre database and must have volunteer opportunities currently available.
4. Participating organisations may only promote their own organisations and volunteer opportunities. You may not carry out fundraising directly from your stand.
5. Each group will be provided with a table (approximately 6 feet x 30 inches) and 2 chairs per stand.
6. Each exhibition space 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 type of exhibition stand if you wish.
7. Each Group may not display more than two pull up banner stands or one display that extends no more than 2 metres wide.
8. Electricity cannot be provided to and stands.
9. All equipment and its safety is the responsibility of each participating group. Fingal Volunteer Centre accepts no responsibility for the safety or security of any items.
10. The instructions of Volunteer Centre Staff & General Manager, must be complied with at all times.
11. 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.
12. No food or drink is to be consumed in the Mall or on a stand, at any time, and smoking is prohibited.
13. Exhibition stands must be manned, at all times between 11.00 and 17.00, it is your responsibility to ensure that you have some person on your stand at all times and you must comply with the general standards and ambiance of the Centre, as determined by the Centre Management.
14. Stands must be in place no later than 10:45 on Thursday 24 September 2015. Stands should not be taken down before 17:00 on Thursday 24 September 2015
15. 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 during and after the event.
16. No wireless, tape recorder or record player may be played from the site.
17. We are encouraging volunteers to wear T-Shirts or attire promoting volunteering in their organisations.
18. Fingal Volunteer Centre reserves the right to cancel or postpone or adjust at any time or to change venues or timings.

