
WILDCARE frequently attends displays and expos in the South-east Queensland region. WILDCARE holds a variety of equipment and resources which are used for these purposes including:-

- Display boards
- Light-weight pull-up banners
- Folding tables
- Table cloths
- Display flags
- Banners
- Trolley
- Miscellaneous items for sale

The following is a guide to those members that wish to utilise WILDCARE's resources for attending a display or expo.

Gold Coast

The equipment and resources are held in a storage shed at Township Drive, West Burleigh. Arrangements should be made with a Wildcare Committee member that has access to the shed at least **one week** before the date of the event to arrange collection of the equipment.

The following Committee members have access to the shed and can be contacted:--

Karen Scott
Telephone - 0400 165 462
Email: karen@wildcare.org.au

Conditions/Arrangements

The WILDCARE member that is taking responsibility for organising the display/expo is responsible for arranging the **collection and return** of all equipment and resources. The equipment/resources cannot be delivered to members or be collected from them after the event.

All equipment and resources must be returned to where they were collected (i.e. the Wildcare storage shed or other location as arranged) within one (1) week after the event as other members may need the equipment for other displays.

The equipment and resources will fit in a medium sized 4WD. If collecting in a smaller vehicle, you may only be able to take the smaller/lightweight objects.

Please note that some of the resources are heavy (i.e. large display boards). You may need two people to load these items into a vehicle. We recommend that you have someone help you unload the equipment at the event.

There is a trolley at the Wildcare shed that should be used for events where material needs to be transported a distance to the display site. Please observe appropriate standard occupational health and safety precautions when lifting and moving heavy resources. (Refer to the WILDCARE Safety Management Manual).

It is the member's responsibility to organise a float for any sales to be made on the day. The float can then be withdrawn from the sales at the end of the event.

All proceeds raised (shop sales and donations) must be provided to the WILDCARE Treasurer within seven (7) days from the date of the event.

Members should be aware of the WILDCARE *Fundraising Event Procedure* including the necessary forms that are required to be maintained and returned with the equipment.

Members should ensure that all items that are borrowed are returned in the same condition that they were in when they were collected. Please ensure that all items are clean and ready for use for the next event. If any items are damaged, please report such damage to WILDCARE when returning the equipment/resources so that the items can be rectified/fixed.

When returning items to the Wildcare shed, please return them in the same location that they were found.

If you have any suggestions or ideas regarding the display material, please let the Committee know in writing so that we can improve the quality of our displays.