



EVENT: _____

STALLHOLDER APPLICATION FORM

Please complete this application form and return with your site fee to:

Attention: Hervey Bay Council for the Arts Inc, PO Box 474 Pialba QLD 4655

Enquiries to: Karen Chatfield 0409 269 260

or Kerrie Marshall 0417718490

EVENT DATES:		EVENT TIME:		
Bump In Time:	Stall Set Up:	Event Time:	Operational Time:	Bump Out Time:

1. APPLICANT / COMPANY DETAILS (PLEASE PRINT THE FOLLOWING INFORMATION CLEARLY)

First Name(s)	Last Name	Company Name

Business / Organisation	ABN or Incorp. Number

Postal Address

Street No. & Name or PO Box _____

Suburb	State	Postcode

Phone	Mobile No.	Fax

Email address	Website / Other

(Mobile contact details necessary for contact during event please make sure you provide them)

2. INSURANCE: (Please provide a current copy of your Public Liability Insurance indemnifying the Hervey Bay Council for the Arts to a minimum of \$10 million.)

Company Name:	Policy Number:

Expiry Date:	Amount Insured:

3. VEHICLE ACCESS:

- Only vehicles authorized by site coordinator will be allowed access to the event precinct for site setup & pull down.

- *Parking* will NOT be permitted within the event precinct unless approved

Please provide details of your vehicle below.

Vehicle Make	Registration

4. SITE FEES - per 3m x 3m site: PLEASE TICK

- NO POWER Business required \$50.00
- Community Group / Charity \$25.00
- Members \$20.00

5. PRODUCT / SERVICE DESCRIPTION:DETAILS OF STALLHOLDER PRODUCT OR SERVICE:

Please provide an exact listing of products or services to be sold or displayed from your stall. Only products listed below will be permitted to be sold from your stall.

Note:

- *Marquees with ropes are considered a trip hazard and are not permitted. Steel tent pegs that may infringe upon irrigation or power lines are not permitted, please use plastic pegs if required*
- *All electrical leads and equipment used during the event will need to be tested and tagged **BEFORE THIS EVENT** as per Workplace Health and Safety legislation. (Stalls or participants not complying will be asked to leave)*
- *Outlets provided are 15amp; power boards must have safety cut-out switches. All leads to power boxes must be covered.*

6. DECLARATION:

Please note: All sections of this application form must be completed in full and all necessary information must be supplied for your application to be considered.

In making this application,

- I wish to apply for a stall site at the 'Hervey Bay's Fun Days'
- I acknowledge that submission of this application does not guarantee a site booking.
- I confirm that the information contained in this application form is correct.
- I understand that stall sites are limited and applications will be notified by post/ phone on the status of their application.

If this application is accepted,

- I acknowledge that I must abide by the terms and conditions relating to the event, which will be fully notified to me upon offer of a stall site.
- I agree to pay the site fee advised in full by the due date or no site will be reserved for me.
- Site fee payments are non-refundable.

Applicant's Name	Signature	Date

7. TERMS & CONDITIONS

STALL HOLDER / FOOD & BEVERAGE OPERATORS
Terms & Conditions

1. Application Process

- Submit Stall Holder / Food & Beverage Operator Application form by the date indicated on the Application Form attach a Certificate of Currency noting Hervey Bay Council for the Arts as the 'interested party'..
- A roster will be set in advance for Sausage sizzle fundraising groups – Only cancellations would be due to bad weather.

***.Payments can be made out and posted to Hervey Bay Council for the Arts inc PO Box 474 Pialba 4655.
(Cheque or money order)***

2. Event Site Access

- Stall Holder / Food & Beverage Operators will be required to bump in/out of the event site as per the timings indicated. Stall Holder / Food & Beverage Operators arriving after the bump in timing will not be permitted on-site.
- Stall Holder / Food & Beverage Operators may not pack down their stalls before the event conclusion. All Stall Holder / Food & Beverage Operators must be off-site within two hours of "Bump Out" Time indicated on the Application Form and NO EARLIER..
- In the case of inclement weather, Stall Holder / Food & Beverage Operators are required to attend bump-in briefing and will be notified of any event cancellation by the Event Coordinator once on-site only.

3. Power Access

- Power access sites are limited.
- Stall Holder / Food & Beverage Operator generators will not be permitted on-site.

4. Waste Management

- Please ensure that any waste materials brought on-site are taken away for disposal.
- Please ensure that the use of plastic packaging or products on-site is minimised. Balloons are not permitted on-site.

5. Promotion

- Stall Holder / Food & Beverage Operators are encouraged to supply appropriate signage on-site. This includes business name, product and price listings.
- Stall Holder / Food & Beverage Operator signage must be contained within the site allocation only.

6. Product – Goods/Service

- Stall Holder / Food & Beverage Operators are encouraged to display their product/service in a professional manner.
- Stall Holder / Food & Beverage Operators selling any products not approved or identified on this form will be requested to remove said products/items or be required to leave the event site.
- Stall Holder / Food & Beverage Operators must not engage in any selling/display/promotional activity on-site except within the site dimensions allocated.

Hervey Bay Council for the Arts Event Coordinator reserves the right to refuse entry to a Stall Holder / Food & Beverage Operator or to request that a Stall Holder / Food & Beverage Operator leave the event site at any time and for any reason deemed necessary.