



Creative ShowCase Artisan Markets Community Centre Pialba

All goods displayed must be hand made locally by the artist or his /her representative

STALLHOLDER APPLICATION FORM

Please complete this application form and return with your site fee

Attention: Hervey Bay Council for the Arts Inc, PO Box 474 Pialba QLD 4655
Enquiries to: Chris 41246998 or Rhonda 41941463

EVENT DATES: (please tick dates you require)		EVENT TIME: 9.00AM – 1.00PM		
<input type="radio"/> Sunday 19 th February <input type="radio"/> Sunday 18 th March <input type="radio"/> Sunday 15 th April <input type="radio"/> Sunday 20 th May <input type="radio"/> Sunday 17 th June				
Bump In Time:	Stall Set Up:	Event Time:	Operational Time:	Bump Out Time:
7:30 – 8:30am <small>(No early/late admission)</small>	8.45am <small>(site inspection)</small>	9.00am - 1.00pm	9.00am	1.00pm <small>Not before 1.00pm (unless notified by site manager)</small>

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

First Name(s)	Last Name	Company Name	
Business / Organisation		ABN	
Postal Address			
Street No. & Name or PO Box	Suburb	Postcode	State
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 or a copy of you Arts Council membership number)

Company Name:

Policy Number:

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Expiry Date:

Amount Insured:

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3. VEHICLE ACCESS:

Please do not drive on the grass. Cars to be unloaded and then moved, if possible, to allow for customer parking.

4. SITE FEES - per table: PLEASE TICK

- Table required \$10 per event
- Powered table. By negotiation
- Food Vendors. By negotiation \$20per event

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. *Where possible, please provide photographs of products / services to be sold and /or reference to your website with product examples*

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6. FOOD AND BEVERAGE VENDORS ONLY

If you will be supplying food, is food pre-prepared?

Yes No

Is food cooked on site?

Yes No

Is food served:

Hot or Cold?

Please provide your current Council Food Hygiene Licence number. *A copy must also be supplied with this application and displayed on site at the event.*

Food Licence

Number: _____

Note: To comply with the Fire and Rescue Service Act 1990 and the Building Fire Safety Regulation 1991, food outlets must have at least at 20B(E) Dry Chemical Powder (or equivalent) fire extinguisher. All applications must comply with current food and safety regulations. For further information please contact the Fraser Coast Regional Council, Health Regulation & Compliance Officer: 07 4197 4245.

8. POWER REQUIREMENTS: This will be by negotiation. If you require power please specify the electrical rating in either watts or amp for each item:

Description	Indicate Number	15amp or 3phase
Power Leads (indicate number)		
Power Boards (indicate number)		
Bain Maries		
Urns		
Grills		
Lighting		
Food & Bev Van		
Other equipment (specify)		
Other equipment (specify)		

- 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 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.*

11. 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 following creative showcase events ‘.....’
- 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

12. TERMS & CONDITIONS

STALL HOLDER / FOOD & BEVERAGE OPERATOR Terms & Conditions

All goods displayed must be hand made locally by the artist or his /her representative

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'.
- **Payments can be made out and posted to Hervey Bay Council for the Arts inc Attention Rhonda 49 Bauhinia Drive, Kawungan 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
- 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.
- Where power access has been granted, Stall Holder / Food & Beverage Operators are required to supply their own display tagged leads and must comply with Workplace Health & Safety Legislation testing and tagging of leads. Each Stall Holder / Food & Beverage Operator must utilise a circuit board with an overload breaker switch not exceeding 10amps.
- 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.

5. Please ensure that the use of plastic packaging or products on-site is minimised.

6. 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.

7. 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.

All Arts Council Activities and Events require No Smoking or Alcohol on Site