



“HERVEY BAY EASTER FUN DAY”
Saturday April 7th 2012
The Esplanade, Scarness

STALLHOLDER APPLICATION FORM

Please complete this application form and return with your site fee by:
14th March 2012

Attention: Hervey Bay Council for the Arts Inc, PO Box 474 Pialba QLD 4655
Enquiries to: Kerrie Marshall 0417718490

EVENT DATE: 7 APRIL 2012		EVENT TIME: 9:30am – 3.40PM		
Bump In Time:	Stall Set Up:	Event Time:	Operational Time:	Bump Out Time:
7:30am – 9.00am (No early/late admission)	9.00am (site inspection)	9:30am - 3.30pm	9am (sharp not before)	3.30pm Not before 3.00pm (unless notified by site manager)

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.
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 displaying parking permits 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 MEMBERS \$5 DISCOUNT, ART STALLS ONLY

- NO POWER required \$50.00
- POWER required \$60.00
- NO POWER Community Group / Charity \$25.00
- POWER Community Organisation / Charity \$30.00

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. *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 <input type="checkbox"/> No <input type="checkbox"/>
Is food cooked on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is food served:	Hot <input type="checkbox"/> or Cold? <input type="checkbox"/>
Please provide your current Council Food Hygiene Licence number. <i>A copy must also be supplied with this application and displayed on site at the event.</i> 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: If you require power please specify the electrical rating in either watts or amp for each item:

Description	Indicate Number	15amp or 3phase
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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.*

9. SITE REQUIREMENTS: SITE FEE PRICED PER 3M X 3M SITE	
What size site do you require?	Please specify number of sites required
On-site Van	
3 x 3m site	
4 x 4 m site	
6 x 6m site	
Other aspects of your stall that require consideration	

10. SITE PLAN: Provide details of infrastructure you propose on your site(s) in the space provided below. Draw your site and indicate dimensions of van /stall frontage, position you will be serving from e.g. back /side of van / stall, shades, shelters, marquees, trestle tables, chairs and required access point to vehicle when set up.

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 'Easter family Fun day, 7th April 2012.
- 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.

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Applicant's Name

Signature

Date

12. TERMS & CONDITIONS

STALL HOLDER / FOOD & BEVERAGE OPERATOR

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'.
- If successful, you will be posted a Stall Holder / Food & Beverage Operator Information Pack.
- Once you have received a Stall Holder / Food & Beverage Operator Information Pack, please provide the appropriate fee payment by the stipulated date prior to the event. No fee – no site. **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.
- Stall Holder / Food & Beverage Operators approved for vehicle access on-site will be required to display their issued 'Vehicle Permit' on their windscreens.
- Stall Holder / Food & Beverage Operators vehicles or trailers must not be removed from the grounds within ½ hour of "Operation Time" without prior approval.
- 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.
- 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.

All Arts Council events in the park are alcohol and smoke free unless areas are stated specifically