



# BRISBANE WATER OYSTER FESTIVAL

## Ettalong Beach Waterfront

### 13 November 2016



## BOOKING FORM

<b>Company Name</b>			
<b>Contact Name</b>			
<b>Postal Address</b>			
<b>Mobile Phone</b>		<b>Email</b>	
<b>List Products for Sale</b>			
<b>Amount of Public Liability Insurance:</b>	\$.....	<b>N.B. Attach copy of current policy with application</b>	

A. TYPE OF STALL	COST inc. GST	QTY	TOTAL
<b>ARTS &amp; CRAFT STALL</b> <i>(must provide own tables, chairs and tent – if you are hiring equipment it is your own responsibility)</i>			
SITE AREA ONLY (3m x 3m) – does not include tent or trestle table	\$150		\$
SITE AREA ONLY (3m x 6m) – does not include tent or trestle table	\$250		\$
<b>WINE STALL</b> <i>(Please ensure you supply your own ice buckets and ice)</i>			
STANDARD SITE + TENT – 2.4m x 2.4m tent with 3 side benches	\$350		\$
COMPANY SIGN attached	Nil Charge		\$0
<b>FOOD STALL</b>			
SITE AREA ONLY (3m x 3m) – does not include tent or trestle table	\$300		\$
SITE AREA ONLY (3m x 6m) – does not include tent or trestle table	\$500		\$
HIRE COVERED STALL <i>if required</i> (3m x3m) – tent with 3 sides + trestle table	\$150		\$
<b>RETAIL STALL</b>			
SITE AREA ONLY (3m x 3m) – does not include tent or trestle table	\$220		\$
SITE AREA ONLY (3m x 6m) – does not include tent or trestle table	\$400		\$
HIRE COVERED STALL <i>if required</i> (3m x3m) – tent with 3 sides + trestle table	\$150		\$
<b>STALL TOTAL</b>			<b>\$</b>

B. POWER SERVICES – FOOD & RETAIL ONLY	COST inc. GST	QTY	TOTAL
<i>(The attached Power Request Form must be completed if power required)</i>			
Electricity - Option 1 - 10 amps	\$65		\$
Electricity - Option 2 - 15 amps	\$75		\$
Electricity - Option 3 - 3 phase outlet	\$350		\$
<b>POWER TOTAL</b>			<b>\$</b>

<b>C. TOTAL COST – Stall Sites + Power</b>	<b>\$</b>
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# STALLHOLDER TERMS & CONDITIONS

1. Site applications must be approved by the Event Coordinator, Peninsula Chamber of Commerce and all applicants will be notified as to their success or not.
2. Only those products listed on the original site application and approved for sale can be sold. If any unapproved products are displayed or sold the site lease will be terminated immediately.
3. All food stalls must meet the standard regulations of **Gosford City Council Health Regulations**; if these regulations are not met the vendor cannot trade.
4. The site leaseholder is responsible for any damage to property or people caused through the operation of their site.
5. All site leaseholders must have a minimum of \$10,000,000 Public Liability Insurance and a current copy of their Certificate of Insurance must be submitted with the site application.
6. All site holders must meet Gosford City Council's Standard Electrical Specifications and the Australian Institute of Environmental Health Guidelines.
7. The allocated site must be left in a clean and tidy state.
8. The Peninsula Chamber of Commerce is indemnified against any claims relating to the site holders activities.
9. Vehicles can only access the festival area for unloading and reloading. **Vehicles cannot be left in the allocated festival area** during trading times and vehicle access will not be permitted during the trading hours of **9:30am and 4pm**.
10. The site allocated cannot be altered or changed without permission from the Event Coordinator for Peninsula Chamber of Commerce
11. **Set up is required by 9.00am.**
12. Site applications close 1<sup>st</sup> November 2016 and all site fees must be paid prior.
13. Any breaches of this agreement can result in no further trading by the vendor.
14. All rubbish must be removed off site by the stallholder.
15. All stalls must be professionally presented.
16. Any signage must be approved by the coordinator.
17. Peninsula Chamber of Commerce is indemnified against any claims relating to health regulations set down by Gosford City Council Health Inspectors.
18. Under no circumstances will a booking be accepted or a stallholder allowed to set-up if payment hasn't been received in full

**Declaration:** I / We accept the conditions as stated above

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **3 STEPS TO FINALISE YOUR BOOKING:**

**Step 1- Complete BOTH pages, sign page 2 accepting the terms & conditions, then send both pages with:**

- A copy of your current Public Liability Insurance Policy;
- Your Power Request Form (if applicable)

Email to [rachele@impactexhibitions.com.au](mailto:rachele@impactexhibitions.com.au) or Post to: PO Box 983, Leichhardt, NSW, 2040

**Step 2 – Once your booking has been received you will be sent a confirmation immediately by email including details on the designated Oyster Festival Bank Account for you to make payment to confirm your booking**

**Step 3 – Make payment to the designated account by either Direct Debit and send copy of your payment receipt to [rachele@impactexhibitions.com.au](mailto:rachele@impactexhibitions.com.au), or alternately post with your cheque or money order to the Oyster Festival, PO Box 983, Leichhardt, NSW, 2040**

**You are then confirmed!**

## **Office use only:**

Application Approved:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Public Liability Policy supplied:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Tent/Equipment Hire Required:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Power Request Form Supplied:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Site Fee Received:

Payment details:

# PRESTIGE PARTY HIRE POWER REQUEST FORM

<b>OYSTER FESTIVAL</b>	<b>DATE: Nov 13<sup>th</sup> 2016</b>	<b>SITE NO:</b>
<b>COMPANY NAME:</b>	<b>Signature</b>	

*LIST OF APPLIANCES TO BE USED (at event)*

ITEM Number	TYPE	Rating amps	Rating watts	Signed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
EXAMPLES	Blender		750 watts	
	Bay Marie	15 amps	3.6 KW	

### Important Information

- If power is required to your site complete this Power Request Form
- Power must be organised prior to event as leads and power not previously booked will not be provided on the day
- Return this form with your 2 page Stall Booking Form, Public Liability Cover Form and Proof of Site Payment Receipt to: [patrick@impactexhibitions.com.au](mailto:patrick@impactexhibitions.com.au)