

REGISTRATION FORM

10am and 2.30pm
10 December 2017

Application Form

Applicant's details

Full name

Company name

(If applicable)

Postal address

Contact phone

Email

Website

(if applicable or send photos)

Social Media

Market stall details

Description of goods for sale

(be specific, only goods listed here can be sold at your stall)

Origin of goods for sale

(how and where are your goods made)

Description of display

(includes display materials used, e.g. tables, chairs, clothes racks, marquee size)

Other information

(any information that can help us process your application)

I have included **Public Liability Insurance** to a **minimum of \$20 million dollars**.
(Proof of insurance must be provided to the event organiser by post, or email at the time of application for a stall.)

STALLHOLDER TERMS & CONDITIONS

General Conditions

- a) **Hours of trade** on the day are between 10am – 2.30pm 10 December 2017.
- b) Stallholders must **set up for trade** between 8.30am – 9.45am.
- c) Stallholders must occupy their stall for the duration of the festival i.e. 10am – 2.30pm. This means stallholders cannot cease **trading** or pack up until the conclusion of the event without permission of the LMCC event organisers.
- d) Unless otherwise agreed by the LMCC event organiser, all **vehicles** must leave the grounds by 9.30am and vehicles must not re-enter until given authorisation to do so after 2.30pm. Only essential vehicles whom have been authorised by LMCC event organiser will be permitted to remain in the park. All stalls must be packed up prior to collecting your cars from the car park to load up.
- e) **A non-compliance fee** of \$100 (+GST) will be charged to stallholders who do not comply with all the terms and conditions of this event.
- f) **The eligibility** of application for a stall as well as the **location** of the stalls will be at the discretion of the organisers.
- g) The event organisers will not offer or imply sole rights or **exclusivity** for any product or service on display.
- h) If your application is accepted, a confirmation letter. You will receive a reminder email closer to the date however no site allocations will be provided prior to the day- staff will direct you to your site on your arrival.
- i) Stalls fee of 10% of each stall holder sales to the Lake Macquarie City Art Gallery Society or \$80 (whichever comes first) must be paid by the close of the event at 4.30pm. This is payable by cash at the reception desk inside the Gallery.
- j) *Lake Macquarie City Art Gallery Board: surf and skate culture meet contemporary art* is a **glass free event**. The sale of any food or drink in glasses or glass packaging is prohibited (unless otherwise agreed by the event organiser for items e.g. pre-packaged jams).
- k) Stallholders are only permitted to sell at their stall space. **Soliciting** (roaming) is not permitted.
- l) Sound **amplification** will not be permitted.
- m) Stallholders are required to **remove all display material and stall equipment** from the premises by 4.30pm.
- n) **Digging holes** or driving any objects into the ground is forbidden, with the exception of tent poles or wooden stakes that do not go more than 20 cm into the ground as there are services electrical and water services just beneath the surface. Any damage resulting from such actions will be repaired at the expense of the Stallholder.
- o) Stallholders are required to have **Public Liability Insurance** to a **minimum of \$20 million dollars**. Proof of insurance must be provided to the event organiser by post, or email at the time of application for a stall.
- p) Stallholders serving food must supply a copy of their **Food Safety Inspection Certificate**.
- q) Stallholders must ensure that safe practices are upheld throughout the operation of the stall. This includes abiding by all **safety** regulations, WHS protocols, as well as workplace health and safety standards.
- r) All **electrical leads require tagging and testing** by a certified electrician IAW Australian Standards AS/NZ 3760:2010. Internal leads (i.e. those inside your van) and equipment must be tagged and tested within an interval of 12 months and external leads (i.e. from your van to the power source) within an interval of 3 months. External leads must not be dug into the ground. Please provide your own flypoles as it is your responsibility to fly all leads 2.4 m off the ground prior to the start of the event.
- s) The **sale of alcohol is strictly prohibited**, unless otherwise agreed by the LMCC event organiser. Stallholders, who have been given written permission to sell alcohol, are required to provide copies of their On Licence and Responsible Service of Alcohol Certificates to the organisers with their applications. Such stalls must be manned by RSA trained staff at all times.
- t) **Stallholders indemnify the event organisers** against all actions, claims, reasonable costs, losses, and damages in respect of loss of or damage to property or personal injury (including death) or illness to any person in association with the establishment, operation, and removal of any trading premises during the day of the event.
- u) **Waste management procedures:**
 - i. Cleanliness of the site and surrounding areas is the responsibility of each stallholder. Stallholders are required to remove all belongings and waste.
 - ii. Stallholders must ensure that waste is sorted and placed into the appropriate bins provided.
 - iii. Oils and grey water must be sealed in containers before removal from the site.
 - iv. Stallholders must not use styrofoam cups or plastic bags.
 - v. Single-serve items such as individual sugars, salts or sauces are also highly discouraged where this does not conflict with food safety requirements.
 - vi. Food stallholders should provide **recyclable packaging** wherever possible.
 - vii. Stallholders should take all practical measures to avoid the generation of unnecessary waste from their stall.