



## 2018 APPLICATION FORM

### MARKET STALLHOLDERS, FOOD VENDORS, AMUSEMENT RIDE OPERATORS

**REGULAR MARKET STALLHOLDERS must complete this form to secure their sites for 2018 for Artslink Events at Scarness Park.** For other events, sites will be allocated by the Management Committee and you will be notified of this prior to the event

**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. If this form is not completed, then the Management Committee will presume you no longer require a site.

**Please tick to indicate the event your application refers to:**

Easter Event (31/03/18)       Halloween Fun Day (28/10/18)       Christmas Event (23/12/18)

Please complete this application form and return to: Fraser Coast Artslink Inc P O Box 474 Pialba QLD 4655 or email to [enquiriesfca@gmail.com](mailto:enquiriesfca@gmail.com)

**Payment required prior to the event.** You can deposit at any Bendigo Bank branch or by Pay Anyone transfer on the internet:

a. Account Name: Fraser Coast Artslink, BSB: 633 000 Account: 157780719

b. or at Artslink Hall 187 Bideford Street Torquay on Monday mornings between 9.00am – 12 noon

\*\* Attach your bank receipt to the application form and mail it to PO Box 474, Hervey Bay 4655 or email to [enquiriesfca@gmail.com](mailto:enquiriesfca@gmail.com)

#### APPLICANT/COMPANY DETAILS (Please print the following information clearly)

First Name	Surname	Company Name (if applicable)

Artslink Member	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Membership Number:
Street Address & Number			
PO Box (if applicable)			
Suburb	State	Postcode	
Phone	Mobile		
Email address:			

#### SITE FEES – per 3m x 3m site: per 6m x 3m

Please tick the stall size required			
EVENT	MEMBERS		NON MEMBERS
Easter/Halloween/Christmas	<input type="checkbox"/> 3m x 3m \$10	<input type="checkbox"/> 6m x 3m \$20	<input type="checkbox"/> 3m x 3m \$15 <input type="checkbox"/> 6m x 3m \$30
Power Required (Additional Cost)	Food Vendors, Amusement Rides Only		<input type="checkbox"/> \$10.00

#### 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:**

- All electrical leads and equipment used during the event will need to be tested and tagged **BEFORE THE EVENT** as per Workplace Health & Safety Legislation. (Stalls or participants not complying will be asked to leave)
- Outlets provided are 15amp; power boards must have safety cut-off switches. All leads to power boxes must be covered.
- 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 sand bags or water containers for marquees No setting up on the paved walkways and/or overhanging awnings onto the pathway is permitted as pathways are to be kept clear at all times.
- No tables/marquees will be supplied by Fraser Coast Artslink. You **MUST** provide all your equipment for your site.

**INSURANCE (For Non Members Only) Please provide a current copy of your Public Liability Insurance indemnifying Fraser Coast Artslink Inc to a minimum of \$20 million**

Company Name	Policy Number
Expiry Date	Amount Insured

**VEHICLE ACCESS**

- All vehicles & trailers to be off site by 8am (a day event) or 2pm (an evening event).
- Vehicles can not return to the site until after the event finish time.
  - Easter Event 3.00pm; Halloween Fun Day 8.00pm; Christmas Event 3.00pm
- Parking will NOT be permitted within the event precinct

Vehicle Make	Registration

**DECLARATION**

In making this application:

- 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 applicants will be notified by phone/email on the status of their application.

If this application is accepted:

- I acknowledge that I have read the Code of Conduct & Terms and Conditions (attached to this application form)
- I must abide by the terms and conditions relating to this event (attached to this application form)
- I agree to pay the site fee advised in full a week prior to the event or no site will be reserved for me
- I acknowledge that if I cannot attend then I **MUST** phone the Coordinator at least 24 hours prior to the event
  - Site fee payments are non-refundable.

Applicant's Name	Signature	Date

**Office Use Only**

Receipt #	Amount Paid	EFT / CASH / CHEQUE	Signature & Date

## FRASER COAST ARTSLINK CODE OF CONDUCT and TERMS & CONDITIONS

Please read carefully and sign this document and return with your application form

### CODE OF CONDUCT

- As this is a community event, all market stallholders/food vendors/amusement park operators are to conduct themselves in a respectful manner whilst holding a stall at any Fraser Coast Artslink events (Sunday in the Park, Easter, Halloween and Christmas).
- NO abuse of other stall holders/vendors, the community or members of Artslink will be tolerated.** If this occurs, you will be asked to leave the site immediately by a member of the Management Committee/ Stallholder Coordinator and no refund of your fee will be returned.
- Any stallholder who brings the name of Fraser Coast Artslink into rebuke, will be asked to leave the premises immediately. This will most likely result in a ban from having a stall at any future Artslink events.
- If you have a complaint or concern, please address this to the Management Committee only (as per #8 in the Terms & Conditions).

**PLEASE NOTE:** Fraser Coast Artslink Inc reserves the right to refuse entry to any Market Stall Holder/Food Vendor/ Amusement Park Operator or to request that a Market Stall Holder/Food Vendor/ Amusement Park Operator leave the event site at any time and for any reason deemed necessary.

### TERMS & CONDITIONS

#### 2. Application Process

- Submit your Application form to [enquiriesfca@gmail.com](mailto:enquiriesfca@gmail.com)
- Attach a Certificate of Currency of Public Liability Insurance for Non Members of Fraser Coast Artslink
- Payments can be made by cheque or money order and posted to Fraser Coast Artslink Inc.  
PO Box 474, Pialba 4655 or direct payment to Bendigo Bank BSB: 633 000 Account: 157780719 or at Artslink Hall 187 Bideford Street, Torquay on Monday mornings between 9.00am – 12 noon.

#### 3. Event Site Access

- Permanent sites can only be allocated for Sunday in the Park.** For other events, sites will be allocated by the Management Committee and you will be notified of this prior to the event.
- If you require a specified site please put this in writing to the Management Committee the reason as to why consideration be given to your request.
- Market Stall Holder/Food Vendors/ Amusement Park Operators will be required to bump in/out of the event site as per the timings indicated. If you arrive to the event after the bump in time your vehicle will not be permitted onsite. You are not permitted to pull down your stall before the event conclusion time. You must be off-site within two hours of 'bump-out' time indicated on the application form and NO EARLIER.

#### 4. Power Access

- Power access sites are available only to food vendors and amusement park operators. An additional cost will be incurred. NO generators permitted onsite.

#### 5. Waste Management

- Please ensure that any waste materials brought onsite are taken away for disposal.

#### 6. Promotion & Products (Goods/Services)

- Market Stall Holder/Food Vendors/ Amusement Park Operators are encouraged to supply appropriate signage onsite. This includes business name, product and price listings and must be contained within the site allocation area only. If found 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 and you must remain within except the site area dimensions allocated.

#### 7. Cancellation

In the event of bad weather Fraser Coast Artslink reserves the right to cancel at short notice. All efforts will be made to inform market stall holders/food vendors and amusement park operators and other interested parties of this cancellation.

- Process for Complaints.** These must be in writing addressed to the Management Committee. Either email to [enquiriesfca@gmail.com](mailto:enquiriesfca@gmail.com) or post to PO Box 474, Pialba Q 4655.

I have read the Code of Conduct and Terms & Conditions as above.

Applicant/s Name (Please print)	Signature	Date

