

Southern Gippsland Sustainability Festival 2016

Exhibitor Registration Form

Date	Sunday 3 April 2016	Exhibitors are required to be set up by 9.45am.	
Venue	Coal Creek Community Park & Museum	Exhibitors are asked to stay on until 3.00pm.	
Address	12 Silkstone Rd, Korumburra 3950		
Time	10.00am to 3.00pm		
Event Coordinator		Kate Thomas	
Phone	0455 786 911	Email	sustainabilityfestival@southgippsland.vic.gov.au
Address	South Gippsland Shire Council, Private Bag 4, Leongatha VIC 3953		

Exhibitor Details

ABN			
Exhibitor name			
Please select	<input type="checkbox"/> Commercial	<input type="checkbox"/> Not for Profit	
Contact person			
Exhibit description			
Address			
Phone		Mobile	
Email			
Website			

All registrations must be received by Friday, 11 March 2016

Demonstration

Are you able to provide a demonstration of your product or service?	Yes	<input type="checkbox"/> *	No	<input type="checkbox"/>
--	------------	----------------------------	-----------	--------------------------

* If you selected yes, you may be contacted to arrange.

Stall Holder Fee

The fee for a stall is: \$35.00 incl. GST. Invoice for payment will be sent before the event.

Stall sizes are set at 3m x 3m. If you require a larger stall, please select more than one stall (see no. of stalls required below)

** Not for Profit exhibitors are exempt from paying stall holder fees.

Site Details

Marquees and tables are not supplied; exhibitors need to bring their own promotional tents, card tables etc. if required.

Power, there are limited powered sites available. All power boards and leads are to be supplied by the exhibitor and must be tagged and tested in accordance with the Australian Standards AS/NZS 3012. All equipment and leads must be tested and tagged legally or you will not be permitted to use them.

Parking, there is limited onsite car parking for stall holders. Offsite parking close by is available.

No of sites required

Powered site **Yes** **No**

Please include the following items with this form: (please ✓ if attached)

Current Public Liability Certificate covering this event for the activity which you are presenting on the day.

Liquor License (current or temporary)

Food Handling Certificate - if selling food

1. If the exhibitor is registered in another Shire please attach copies of the relevant compliance certificates.
2. It is the responsibility of food stall owners to supply hand washing facilities.
3. Exhibitors must provide a portable fire extinguisher when cooking or using flammable products.
4. We kindly ask for a gesture of good will and request an item of your product or service to be donated as a prize on the day, thank you.

Terms and Conditions

1. Your site and participation in the event is secured upon the organising committee receiving a complete *Exhibitor Registration Form* (this form). A tax invoice will be forwarded to you once your registration form has been received and assessed. Payment must be received before a site will be allocated. **Do not send payment until you receive your invoice.**
2. Acceptance and final positioning of sites will be at the discretion of the organising committee.
3. You will receive a site map upon arrival to this event showing your allocated site and emergency exit procedures.
4. Exhibitors will conform to the requirements set down by the organising committee and will present a high standard of exhibition including personal appearance on the day of the event.
5. I accept that whilst on the premises both my property and my person shall be at my own risk, and I will not hold the Coal Creek Community Park & Museum or its associates liable for any personal injury or loss of property brought to the Coal Creek Community Park & Museum.
6. It is the responsibility of the exhibitor to abide by all Government, Statutory regulations particular to their industry and display.
7. The organising committee have the power to remove all or part of an exhibit and can stop unauthorised activities, such as a raffle, if prior approval has not been sought in writing.
8. Exhibitors are to be set up by 9.45am for a 10.00am start and must stay until at least 3.00pm. If the exhibitor sells out prior to 3.00pm then a suitable product display will remain in place until 3.00pm. The venue will be open from 8.30am to commence set up.
9. The exhibitor will leave the site in the same condition as found,
10. No exhibitor cars permitted onsite except through prior arrangement. Exhibitor vehicles can enter the festival site to drop materials and equipment off for the purpose of setup but all cars must be parked outside the festival site by 9.45am
11. Failure to abide by the regulations could result in the cancellation of the site booking and the organising committee holds the right to decide whether or not some or all fees are refunded.
12. No dogs or animals are permitted in the park and its grounds, except for the purpose of assistance i.e. guide dogs
13. Total Fire Ban Days – Cooking permitted only in accordance with CFA Guidelines.
14. Cancellation less than 7 days prior by stall holders to the Festival will result in forfeiture of the stall holder's fee. If a stall holder is unable, due to weather or any other force of major event, to conduct and operate their stalls, the South Gippsland Shire Council has no liability or obligation to refund their stall fees.
15. Exhibitors must support Sustainability principals in ensuring the non-use of plastic bags and the use of reusable and recyclable containers for the service of food or drinks and the packaging of items for sale.
16. Recycling bins will be available but all non-recyclable materials are to be removed by the exhibitor at the end of the festival.

Exhibitor signature

Exhibitor name (please print)

Date

Office Only				
Date Processed	___/___/___		Invoice sent	<input type="checkbox"/>
Payment Received	<input type="checkbox"/>		Exhibitor Site Number	<input type="checkbox"/>
Public Liability	<input type="checkbox"/>		Food Handling Certificate	<input type="checkbox"/>
Liquor License	<input type="checkbox"/>			