

Newcastle NAIDOC
Stallholder /Vendor
Application Form
 Monday 8th July 2019, Newcastle Foreshore



Event	Newcastle NAIDOC Day	Date	8th July 2019
Location	Newcastle Foreshore		

Please note that only displays/stalls relating directly to Aboriginal and Torres Strait Islander activities and services will be accepted. Stall sites are limited and submitting this application does not mean your stall/display is automatically accepted. The Newcastle NAIDOC Planning Committee will assess the applications and advise if you have been successful in securing a site. **APPLICATIONS MUST BE RECEIVED BY COB MONDAY 3rd JUNE 2019. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Business Details			
Name of Business			
Type of Business			
ABN / ARBN		Registered for GST	Y / N
Registered Charity	Y / N	Non-profit Organisation	Y / N
Postal Address			
Email			
Website			
Contact Details			
Contact person 1		Mobile	
Email			
Contact person 2		Mobile	
Email			

Newcastle NAIDOC
Stallholder /Vendor
Application Form
 Monday 8th July 2019, Newcastle Foreshore



Site Fees		
Requirement	Fee	Number required
(includes free display marquee set up 3m x 3m, links to your website and Facebook on our social media advertising, recognition of your logo on all promotional material, display banners at event, MC recognition)	\$2,500.00	
(includes free display marquee set up 3m x 3m, social media promotion, recognition of your logo on all promotional material, display banners at event, MC Recognition)	\$2,000.00	
(includes free display marquee set up 3m x 3m, links to your website and Facebook, logo on all promotional material, MC Recognition)	\$1,500.00	
(Space to set up 3 x 3 stall links to your website and Facebook, logo on all promotional material, MC Recognition)	\$1,000.00	
(Space to set up 3 x 3 stall links to your website and Facebook, logo on all promotional material)	\$500.00	
(Space to set up 3 x 3 stall)	\$250.00	
Additional Requirements	Fee	Number required
Powered site required Single phase only	Single phase \$10	
Total Amount Owing		\$

**Please provide your own marquees/tents, tables and chairs if you wish to use them for your stall.
 If you need to arrange hire, we suggest you try Newcastle Event Hire - 02 4970 5377.**

Description of activity proposed – provide a detailed description of what service or product you will be selling/displaying
If space is insufficient, attach a separate page. You have a duty to disclose any details that may affect your application.

Newcastle NAIDOC
Stallholder /Vendor
Application Form
Monday 8th July 2019, Newcastle Foreshore



To be considered for inclusion at the event you must return the following by 3rd June 2019

1. This completed application form.
2. A copy of your Certificate of Currency (\$20M liability is now a requirement)

If your application is successful you will be sent a confirmation letter and a Tax Invoice for payment. All fees must be paid in advance.

Stallholder Agreement

1. Hours of operation are between 9am – 3.00 pm on Monday 8th July 2019
2. All applications must be submitted by the closing date 3rd June 2019.
3. To receive a full refund of site fees, any cancellation must be received 7 days prior to the event.
4. If cancellation is received less than 7 days prior to the event, the site fee is forfeited.
5. If the stall holder does not turn up on the day of the event then all site fees are forfeited.
6. Site allocations are final and no negotiation will be entered into.
7. The event organiser (Awabakal Ltd) reserves the right to cancel Newcastle NAIDOC Day at its own discretion.
8. The stall holder must not trade in any other area of the event site other than at their booked and confirmed site number.
9. The stall holder is responsible for all necessary insurances to cover loss or damage to their products, their workers compensation and a minimum of \$20,000,000 (twenty million dollars) public liability insurance.
10. The stall holder will provide a copy of their insurance "Certificate of Currency" along with their stall holder booking form at the time of submitting their application.
11. The stall holder is aware that the site is un-powered unless otherwise arranged.
12. If a vehicle is part of the stall display, the stall holder will ensure that the vehicle is contained within the site area; the vehicle must be in position by 9.00 am and the vehicle must not be moved prior to 3.00 pm.
13. If a stall holder brings a vehicle into the event site to unload goods, and that vehicle does not form part of the display, then the stall holder agrees to remove the vehicle prior to 8.45 am on the day of the event.
14. All stall holders will complete set-up by 8.30 a.m. on the day of the event.
15. Any power leads must be flown 2.4 metres in the air or covered with matting to avoid trip hazards.
16. Food stalls will comply with the Australian Food Safety Standards.
17. No helium balloons are allowed. They are a hazard to the environment.
18. Stall holders must ensure that their site is safe from trip hazards and electrical leads are tagged and tested.
19. The Stall Holder agrees not to:
 - a. Sell, give away, prepare, store or manufacture food without the approval of the event organizer. The event organiser reserves the right to refuse consent.
 - b. Damage the street tarmac, dig holes or in any way interfere with the street, nature strip or grassed surfaces.
 - c. Sub-let the site without the prior consent of the event organiser.
 - d. Dismantle the site prior to 3.00pm.

Signature: _____ Date: _____ / _____ /2019

Print Name: _____

**** Please provide own marquees, chairs and tables if they are required at your stall ****

For further information contact Debbie Massie

dmassie@awabakal.org

P: 02 49 078 555 M: 0431 525 554