

**2010**  
**GLADSTONE HARBOUR FESTIVAL**  
**VENDOR APPLICATION**  
**SUNDAY 28 MARCH – SATURDAY 3 APRIL 2010**



**PLEASE READ INSTRUCTION SHEETS THOROUGHLY**

Adherence to the criteria contained in this form is *mandatory*. **Incomplete applications will be returned or not accepted. There are changes for Festival 2010 which have been outlined in colour.**

### **Instructions for Completing Application**

- 1) This is an 8 page document with application forms at the end.
- 2) The list of products you are requesting to sell/display/promote/giveaway must be specific. An application will be accepted only on the basis of your product list (refer to Banned Items List) so please be meticulous.
- 3) **NOTE: NO DEPOSIT TO ACCOMPANY THIS FORM. VENDOR APPLICATION FORMS MUST BE RETURNED BY MONDAY 1<sup>ST</sup> FEBRUARY 2010. AN INVOICE FOR THE TOTAL AMOUNT OF SITE FEES WILL BE POSTED TO YOU AFTER ACCEPTANCE & PROCESSING OF YOUR APPLICATION. SITE FEES PAID BY MONDAY 1<sup>ST</sup> MARCH 2010 ARE ENTITLED TO A 10% DISCOUNT. ALL SITE FEES MUST BE PAID PRIOR TO FESTIVAL TO GUARANTEE YOUR SITE.**
- 4) Copy of your **public liability** must be forwarded with this application.
- 5) **An updated photo of your stall would be advantageous to acceptance of your application.**
- 6) Submit your application to: Gladstone Festivals & Events Association Inc  
P O Box 169  
Gladstone Qld 4680

Tel: (07) 49 725111 Email: [jan@gladstonefestival.com](mailto:jan@gladstonefestival.com) Fax: (07) 49 724238

CHECKLIST FOR RETURN OF APPLICATION:

APPLICATION FORM	<input type="checkbox"/>
PUBLIC LIABILITY COPY	<input type="checkbox"/>
DIAGRAM OF SITE	<input type="checkbox"/>
PHOTO OF STALL	<input type="checkbox"/>

## **TRADING HOURS & SETUP**

### ***Trading hours as follows:***

Sunday 28 <sup>th</sup> March – Thursday 1 <sup>st</sup> April	6.00pm – 10.30pm
Good Friday 2 <sup>nd</sup> April - Easter Saturday 3 <sup>rd</sup> April	*10.00am – 4.00pm 6.00pm – 10.30pm

\* Closing time of 4pm – 6pm on Easter weekend is optional

### ***Setup:***

Commencement: Saturday 27<sup>th</sup> March at 8am. No sites allocated before this time.

Setup Completion: Sunday 28<sup>th</sup> March BY 12noon. If a site is vacant after this time, your site and site fees may be forfeited. There should be no removal of site vehicles once set up is completed.

### ***Clearance of Site:***

Commencement: 11pm Saturday 3<sup>rd</sup> April, to be completed by 10am Sunday 4<sup>th</sup> April. Please do not attempt to move your site before this time, due to safety reasons.  
**Sites must be left clean and in original condition.**

### ***General:***

Contact with Festival organisers is either on site (Festival Information Centre, directly behind main stage) or Gladstone Festivals and Events Association, Gladstone Marina, phone (07) 49725111, fax (07) 49724238, email [jan@gladstonefestival.com](mailto:jan@gladstonefestival.com)

The Gladstone Festivals & Events Association Inc. reserves the right to expel any stallholder, and require such stallholder to be removed should the conduct of the stallholder be in any way detrimental to the well-being of the Festival, or should the product/services or electrical requirements be other than those stated in this agreement. In case of such expulsion, monies paid to the Association will not be refundable.

**PLEASE NOTE: NO GLOW PRODUCTS TO BE SOLD**

## INFORMATION REQUIRED

It is imperative that the following is read carefully and completed in full

### Site Diagram

Please include a dimensioned diagram or sketch of your stall. The diagram should depict the final setup state of your site. Last year only a handful of vendors returned a diagram of their stall – this is mandatory.

- Draw bars must be shown and included if they are not removable.
- Removable drawbars need not be shown, however please indicate on the diagram which side your stall is towed from.

The dimensions shown on the diagram must include:

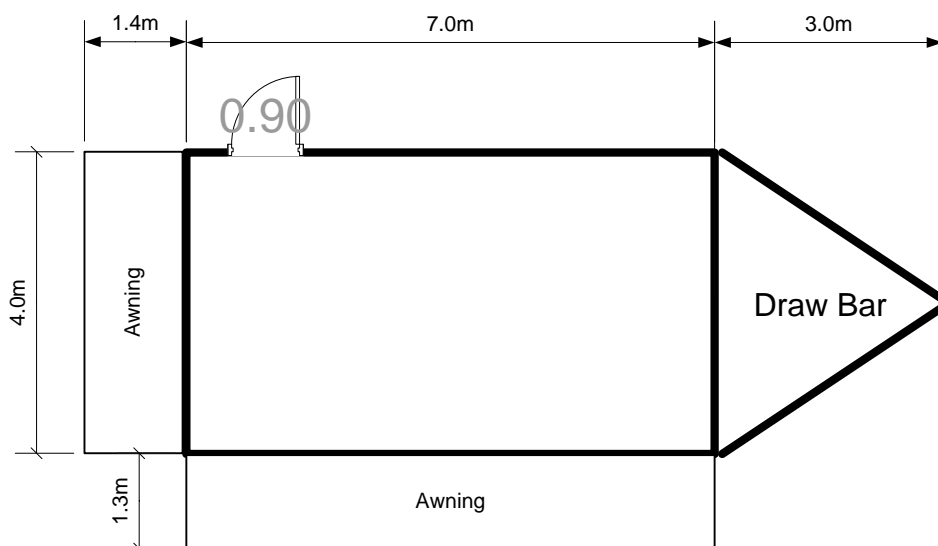
- The total space (in meters) that your site requires, including awnings which must be open for operation, guy ropes and draw bars.
- Front awnings should be shown, but will not be included in the overall space allocation (see example calculation below).
- Side awnings are absolutely critical and must be included.

Space at the festival site is at a premium, and your site is allocated and charged based on the information provided in this application. Failure to accurately show all space requirements on the diagram may result in your stall not being included in the Festival due to over allocation of available space.

An example of a dimensioned site diagram is shown below. The overall dimensions for this example site are:

Length:  $1.4\text{m} + 7.0\text{m} + 3.0\text{m} = 11.4\text{m}$

Width:  $4.0\text{m}$  (do not include front awnings in calculation)



## Supply Vehicles/Vans

Supply vehicles/vans are **not permitted** to be located behind or next to stalls, unless an integral part of the stall, which will incur extra fees. All supply vehicles/vans that are part of the stall must be included in the site diagram and the overall dimensions of the stall; standard stall meterage rates will apply.

Supply vehicles/vans which are not an integral part of your stall may be located at the Festival site in designated supply vehicle areas (DSVA) as directed by festival staff or may be located offsite at the Gladstone Show Grounds. The rate for onsite parking of non integral supply vehicles is as follows:

**Non-powered vehicle (located in designated “Supply Vehicle Area”) – FREE**  
**Powered vehicle (located in “Designated Supply Vehicle Area”) - \$110 for the week**  
**Supply Vehicles (located at stall site) - \$220 for the week**

There is no camping permitted at the festival site, and all accommodation style vehicles (eg camper vans, caravans, Winnebagos etc) are not permitted.

Any supply vehicles/vans not listed on your application form and included in your stall diagram **WILL NOT** be allowed on site and you will have to make alternative arrangements. This is NOT NEGOTIABLE.

## Electrical Power

The Gladstone Festivals & Events Association Inc’s nominated electrical contractor shall carry out final checking of power connection to mains. **No electrical installation deemed to be dangerous, in breach of safety regulations or not carrying a current inspection tag will be connected to the Gladstone Marina mains. All electrical equipment and leads must have been inspected and tagged by a licensed electrical contractor, with an expiry date clearly labelled.** Leads that have surpassed the expiry date will not be used, and no electrical leads are to be placed on the ground – unless approved by us, then they must be covered in the appropriate Work Place Health and Safety directed manner.

All temporary electrical installations must be fitted with a residual current device earth leakage circuit breaker (RCD) at the point of connection.

**ALL Power outlet requirements are to be listed on the application form. Examples of how to document these are listed below:**

**1 x 15A single phase**  
**5 x 15A single phase**  
**1 x 32A three phase**

**You will ONLY be allocated the power you have listed on your form. NO ADDITIONAL POWER WILL BE AVAILABLE.**

**Power requirements for on-site supply vehicles must also be listed and indicated separately on the application form.**

## GLADSTONE HARBOUR FESTIVAL - LIST OF BANNED ITEMS

The following items have been banned from sale or display at the Gladstone Harbour Festival, as it is our aim to protect and attract families to our event.

Explicit and hardcore t-shirts	Fireworks, crackers
Fake cigarettes	Laser pointers
Fuel type fire lighters (Zippo)	Swastikas
Knives (including pen knives)	Stink bombs
Metal and wooden martial art nunchukkas	Pressure pack fart gas
Playing cards (nude or lurid)	
Drug related goods (including cocaine kits, bongos, etc)	

Toy guns, except for the following, are acceptable:

Pellet guns	Spud guns
Ball bearing guns	Roll caps
Replica guns (bullet type)	Strip caps
Pop Downs (throwdowns)	Eight shot caps

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**Please note that the sale of soft drinks, hamburgers, fish and chip packs are sold exclusively by the Festival committee and are not to be sold by any other food stall at the festival.**

**\*NEW ADDITION\* NO GLOW PRODUCTS TO BE SOLD.**

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Any stall or trade exhibitor that sells any of the above banned items will be asked to stop selling such merchandise; if this request is ignored, permission to continue trading at the festival will be withdrawn without return of any site fees paid.

### RISK MANAGEMENT POLICY STATEMENT

Gladstone Festivals & Events Association Inc., is committed to providing and maintaining a safe, healthy working environment for all people who are involved in the operation of the Gladstone Harbour Festival. Adopting and promoting the provisions of Section 22 Workplace Health and Safety Act 1995 will achieve this by undertaking the following:

- 1) To ensure manager, supervisors and supporting staff, siteholders and staff recognise their responsibilities for the health and safety of people under their control at the Gladstone Harbour Festival including patrons.
- 2) To ensure compliance with standards, code of practice, regulations and provisions of appropriate state and federal legislative requirements.
- 3) To ensure that all premises, means of access, equipment, rides, vehicles and processors are designed, constructed and used as far as is reasonably practicable with regard for health and safety.
- 4) To ensure as so far as is reasonably practicable that employees, exhibitors and store holders are aware of their statutory obligations as regards responsibility for their own safety and safety of their fellow workers and patrons.
- 5) To continually monitor and review all areas affecting workplace health and safety at the Gladstone Harbour Festival.

## **LOSS & DAMAGE**

The Gladstone Festivals & Events Association Inc. will not be liable for any loss or profit or custom incurred by a stallholder or for the refund of any site fees if an event does not proceed for any or all of the program because of inclement weather, partial or complete failure of electricity supply, or any other factor beyond the control of the Gladstone Festivals & Events Association Inc.

**Security is the stallholder's responsibility – it is advisable not to leave your stand/goods unsecured at any time, including during set up and pull down.**

## **FIRE REGULATIONS**

Exhibitors are advised that Fire Service officers will inspect the Festival area. Any exhibitor or site holder not complying with the directions of the officers will have their exhibit or site removed from the Gladstone Marina. Each site or stand is to carry at least one fire extinguisher of approved type suitable for use on the display or equipment being used.

No electric lights, including fluorescent lighting, are to be positioned above any easily combustible articles. No spotlights are to be adjacent to, or focused on, any easily combustible material, within the heat range of such light.

## **HARBOUR FESTIVAL SAFETY GUIDELINES**

- 1) All exhibitors, site holders, subcontractors and other persons working within the confines of the Gladstone Marina Mardi Gras must abide by the provisions of the Workplace Health & Safety Act. All persons responsible for stands or sites must ensure that any persons contracted by them must also comply.
- 2) Notwithstanding Item 1, all exhibitors, site holders and subcontractors must be mindful that the general public will view their display. All displays and sites must be constructed in such a manner so as not to risk health and safety of any persons.
- 3) Access provisions, (aisle ways, roadways etc) shall not be blocked or impeded by any exhibitor, contractor, site holder or other person within the confines of the Marina.
- 4) Persons operating equipment within the confines of the Marina must be the current holder of the relevant certificate or licence to operate such equipment.
- 5) Machinery, equipment and substances likely to jeopardise the health and safety of any person, must as far as practicable be made safe by such means as is necessary (eg guarding, fencing, locks, immobilisation etc).
- 6) NOTE: Signs are not an acceptable protective method.

Any accident, injury or dangerous occurrence must be reported to the Gladstone Festivals & Events Association Inc. office as soon as practicable.

**2010 GLADSTONE HARBOUR FESTIVAL  
SUNDAY 28<sup>TH</sup> MARCH – SATURDAY 3<sup>RD</sup> APRIL 2010  
VENDOR APPLICATION**

*Please print clearly and neatly – if we need to contact you and cannot read your details accurately you may miss out on your site booking. No application accepted without copy of Public Liability policy, covering applicable festival dates. Please tick the relevant boxes.*

**DO NOT INCLUDE DEPOSIT - AN INVOICE WILL BE FORWARDED TO YOU ON ACCEPTANCE AND PROCESSING OF YOUR APPLICATION.  
10% discount will apply if paid by due date**

BUSINESS & CONTACT DETAILS		
Trading Name:		
Vendor's Name:		
Postal Address:		
State:		Postcode:
Tel:	Fax:	
Mobile:		
Email:		
Public Liability Certificate of Currency copy attached <input type="checkbox"/>		Expiry Date ___ / ___ / ___ <i>Must cover dates of festival</i>

**Office Use Only:**

<b>Policy Enc:</b> <input type="checkbox"/>	<i>Size/Power</i>	<i>Pricing (incl GST)</i>	<i>Total Cost</i>
<b>Stall</b>			
<b>Supply Vehicle:</b>			
Powered in DSVA			
Located with stall			
<b>Power Required</b>			
<b>SITE FEE TOTAL</b>			

<b>Total cost:</b>	<b>Discount:</b>	<b>Total Paid:</b>
<b>Invoice date sent:</b>	<b>Receipt #:</b>	<b>Date/method paid:</b>
<b>Processed:</b>	<b>Notes:</b>	

**STALL DETAILS**

**Site Space Reqd:      FRONTAGE: .....mt      DEPTH: .....mt**

**NB: Maximum dimensions as per your diagram. The site size given above is the TOTAL amount of space you will be allocated, incl supply vehicle if it is an integral part of the site.**

List of products/services (attach separate sheet if more space required)


Supply Vehicle Size	Location – circle choice	Powered	
	Stall      *DSVA	YES	NO
	Stall      *DSVA	YES	NO
<b>Does your stall have flooring</b>	<b>YES      NO</b>	<b>Type:</b>	

**Please list power outlet requirements for your site and supply vehicle (if supply vehicle is to be maintained on site at the marina). E.g. 1 x 3phase or 1 x 15amp, refer pg 4 of application**

Trading stall power: \_\_\_\_\_

Supply vehicle power: \_\_\_\_\_

Description of stall setup:     FREESTANDING       REQUIRES PEGS

**\* DSVA – Designated Supply Vehicle Area**

**Applications must be received by Monday 1<sup>st</sup> February 2010**  
**Site fees paid by Monday 1<sup>st</sup> March 2010 will receive a 10% discount**

I/We have read and accept all the terms and conditions and list of banned items set out for hire of a stall site. I/We understand that non-compliance may result in withdrawal of site permission.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_