

2012
GLADSTONE HARBOUR FESTIVAL
VENDOR APPLICATION
SUNDAY 1st APRIL – SATURDAY 7th APRIL 2012



Adherence to the criteria contained in this form is **mandatory**. **Incomplete applications will be returned or not accepted**. Please read instructions thoroughly.

Instructions for Completing Application

- 1) This is an 8 page document with application form 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) Site application **forms must be returned as early as possible, or no later than 4th February 2012**. Once your site has been accepted an invoice for the total site fees payable will be sent to you. **Site fees paid by 1st March 2012** will receive a **10% discount**. Please note that we must receive the monies by that date to receive the discount. **ALL SITE FEES MUST BE PAID IN FULL PRIOR TO FESTIVAL TO GUARANTEE YOUR SITE.**
- 4) Due to size restraints not all stalls can be accommodated. If your application is not successful we will notify you. The committee's decision is final and no correspondence will be entered into.
- 5) **Copy of your public liability "Certificate of Currency" and CURRENT FOOD LICENCE must be forwarded with this application.**
- 6) An updated photo of your stall would be advantageous to acceptance of your application.
- 7) **Please see Electrical Power Note on page 4 of this document – IMPORTANT!**
- 8) Submit your application to: Gladstone Festivals & Events Association Inc
PO Box 169, Gladstone Qld 4680

Tel: (07) 4972 5111 Email: info@gladstonefestival.com Fax: (07) 4972 4238

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"/>
FOOD LICENCE COPY	<input type="checkbox"/>

TRADING HOURS, SETUP AND PACKUP

Trading hours as follows:

Sunday 1 st April – Thursday 5 th April	6.00pm – 10.30pm
Good Friday 6 th April - Easter Saturday 7 th April	10.00am – 4.00pm
	6.00pm – 10.30pm

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

No barriers or fencing are to be removed and driving on the grass is only permitted on the designated access road.

Setup:

Commencement:	<u>Saturday 31st March at 8am.</u> No sites allocated before this time.
Setup Completion:	<u>Sunday 1st April by 12noon.</u> 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:	<u>Saturday 7th April at 11pm</u> to be completed by <u>Sunday 8th April by 10am.</u> Please do not attempt to move your site before this time, due to safety reasons. Sites must be left clean and in original condition.
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General:

Contact with Festival organisers is either on site (Festival Information Centre, directly behind main stage) or Gladstone Festivals & Events Association, Gladstone Marina, telephone (07) 4972 5111, fax (07) 4972 4238 or email info@gladstonefestival.com

The Gladstone Festivals & Events Association Inc. reserves the right to expel any site holder, and require such site holder to be removed should the conduct of the site holder 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.

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:

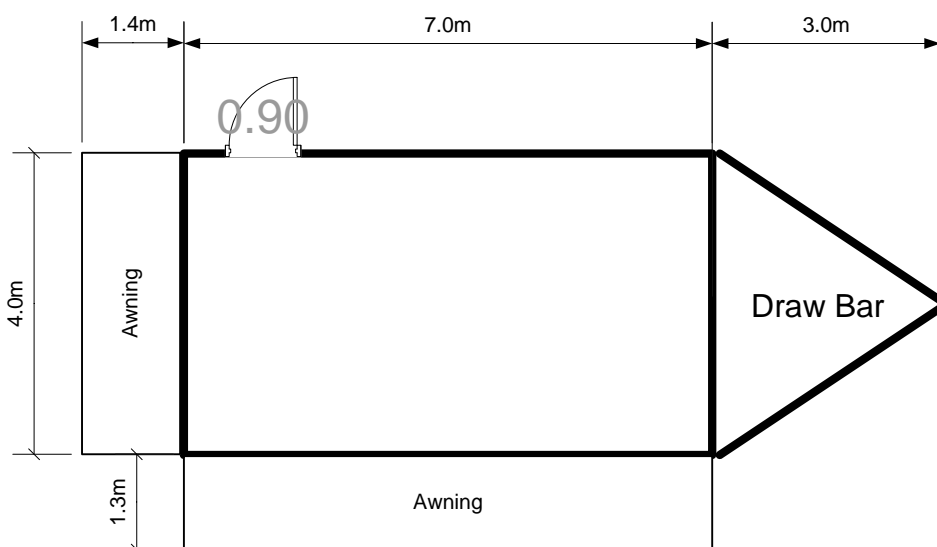
- The total space (in meters) that your site requires, including awnings which must be open for operation, guy ropes and draw bars.
- Front awnings should be shown, but will not be included in the overall space allocation (see example calculation below).
- Side awnings are absolutely critical and must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

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: 4.0m (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 Showgrounds. 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 – All electrical leads and residual current devices (RCD) will be inspected by our nominated festival representative. Any electrical leads and RCD without current inspection tags will result in the site holder **NOT BEING ABLE TO TRADE** until tagged and tested. This is the **site holders responsibility to organise and pay for an electrical contractor** to complete this job. The festival representative will need to see the current tag before you are allowed to trade. For your convenience please make sure your leads and RCD are done **prior to your arrival** as we cannot guarantee the timing of our festival representative to attend your stall to check your leads are compliant, therefore you may lose valuable trading time until he is able to attend to your stall.

Our 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 NOT be connected to the Gladstone Marina mains.** 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 which must also have a current tag.

ALL power outlet requirements are to be listed on the application form – see 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

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.

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, site holders 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 is reasonably practicable that employees, exhibitors and site 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 site holder 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.

**2012 GLADSTONE HARBOUR FESTIVAL
SUNDAY 1st APRIL – SATURDAY 7th APRIL 2012
VENDOR APPLICATION**

Recd:

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 applications will be accepted without a copy of your 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 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>
Food Licence Copy attached		<input type="checkbox"/>	Site Diagram attached <input type="checkbox"/> Drawing attached

Office Use Only:

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

Total cost:	Invoice date sent:	Total Paid:
Discount applied:	Receipt #:	Date/method paid:
Amount owing:	Processed:	
Notes:		

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.

Description of stall setup: FREESTANDING REQUIRES GUYROPES & PEGS

Does your stall have flooring YES (if yes what type) _____ NO

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

Size of Supply Vehicle – write in space below	Location – circle where your supply vehicle will be situated	Power required for Supply Vehicle	
	Stall site *DSVA	YES	NO
	Stall site *DSVA	YES	NO

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:	

*** DSVA – Designated Supply Vehicle Area**

Applications must be received no later than 4th February 2012
Site fees paid in full by 1st March 2012 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: _____