



Please ensure that you retain a copy for your records

EXPRESSION OF INTEREST FORM FOR STALL HOLDERS

19th May 2019 CATALINA FESTIVAL

Stall holders details

Company Name: _____

Contact person: _____

Website: _____

Postal address: _____

Contact details: Mobile: _____ Landline: _____

Email address: _____

Public Liability Insurance: _____

A copy of policy and proof of currency must be provided with application.

Description of products and services to be displayed

Power

If you require power an additional fee will be charged. So that we can calculate your power needs please provide the wattage of each appliance that requires power.

Please ensure all electrical equipment has current tag and testing labels

I will be providing my own power

Site costs

Standard site is 9 sq metres (3m x 3m) \$180.00

If you require a larger site, cost is \$20.00 per sq metre. Please state size _____



P.O Box 59 Toronto NSW 2283
Email: festival@rathmines-catalina.com

06/09/18

EXPRESSION OF INTEREST FORM FOR STALL HOLDERS

19th May 2019 CATALINA FESTIVAL

TERMS AND CONDITIONS

1. All site fees to be paid in full no later than **19th APRIL 2019**
2. Hours of operation are between 9am – 3pm on Sunday 19th May 2019
3. Access for set up will be from 6.30am on the day of the event.
4. All stall holders will complete set up by 8.30 am on the day of the event.
5. All cancellations must be received 14 days prior to the event to receive a full refund of site fees. If cancellation is received less than 14 days prior to the event the site fee is forfeited.
6. If the stall holder does not turn up on the day of the event then all site fees are forfeited.
7. The event will go ahead regardless of weather conditions (except for severe thunder or electrical storms).
8. If the Event organisers determine that inclement weather conditions are likely to prevent the event from being carried out successfully and safely at the event site without significant discomfort to patrons, the event shall be cancelled, and no fees will be refunded, nor will event organisers be liable for any losses incurred by the exhibitor.
9. The stall holder must not trade in any other area of the event site other than at their booked and confirmed site number.
10. Site allocations are **final** and no negotiation will be entered into.
11. The stall holder is aware that all sites are **unpowered** stalls. If stall holders require power to their site it needs to be selected on the above booking page.
12. The stall holder will provide their own tables/chairs/equipment.
13. Food Stalls must comply with the Australian Food Safety Standards. www.foodstandards.gov.au
14. The stall holder is responsible for all necessary insurances to cover loss or damage to their products.
15. The stall holder to provide a minimum of **\$20,000,000 (twenty million dollars) public liability insurance that states "anywhere in Australia" or notes "Rathmines Catalina Festival" on the policy.**
16. The stall holder will provide a copy of their insurance "Certificate of Currency" along with their stall holder booking form at the time of making their stall booking.
17. Stall holders must ensure that their site is safe from trip hazards and electrical leads are tagged and tested.
18. The Stall holder agrees not to:
 - a. Sell, give away, prepare, store or manufacture food without the approval of the event organisers. The event organisers reserve the right to refuse consent.
 - b. Damage the street tarmac, dig holes or in any way interfere with the street, nature strip or pavement surfaces
 - c. Sub-let the site without the prior consent of the event organisers.
 - d. Dismantle the site prior to 3.00 pm on the event day.
19. Any stall selling alcohol **MUST** provide a copy of their producers licence and staff RSA certificates for tastings with booking form.
20. No stall holders cars will be allowed to be parked on the festival area. An allocated area west of the Convention Centre will be available on the day.
21. **This expression of interest does NOT mean you have been accepted as a stall holder.**
22. **Expression of interest form must be submitted by 15th NOVEMBER 2018 and you will be advised if you are successful by 10th DECEMBER 2018.**
23. Each successful applicant will be emailed an invoice for the deposit of 25% of the site fee.
24. A final tax invoice will be sent to you once you have advised your electrical requirements.

I have read and agree to comply with Stall Holders Agreement and Payment Requirements. Email or post signed copy

Signed:

Date: