

Stallholder Application

When: Sunday 2nd September 2018

Where: Castle Hill Showground

Time: 9.00am – 1pm

Proudly owned and hosted by



Our Partners



Mind Connections Mental Health Specialists



Paddy Paws Castle Hill

Stallholder Application

Positive Vibes Foundation extends an invitation for you to have stall on this popular family fun day. The dogs and exercises add value to this community event.

We have many competitions on the day and you may wish to donate a prize. Please contact us for details. There will be many dog-related activities on the day including fancy dress competitions, demonstrations, stalls and dog activities.

The participants will walk (with or without their dogs) around a designated route and the walk will finish at the area where stallholders are located. This will ensure maximum exposure to stall holders.

Important Stall Site Information:

Stall Site Size: All sites are approximately 3.5m x 3.5m (site only) and are both undercover and on the dog arena.

Power: If you require power for your Stall Site, this can be supplied at an extra cost.

Community Stall Sites: These are provided to not-for-profit organisations/registered charities at NO COST. A request for proof of your organisations status may be requested upon application.

Retail Stalls Sites: These are businesses that are selling goods, items and services or promoting their businesses. Cost for these sites will be \$75 for the day, unless otherwise specified.

Payment: Payment can be made with Cheque, Money Order or via EFT. Payment must be received along with your booking form. For payment options please see page 3 of this Stallholder Application Form.

Liabilities: Your organisation is to produce a current Public Liability Policy (Certificate of Currency) held with an acceptable insurance company with a minimum cover of \$10 million indemnity. **Applications will not be processed if a copy of the 'Certificate of Currency' is not provided** along with this application form.

PUBLICITY:

Please "TAG" #Pawsitivehills via Social Media as well and spread the word of your attendance at our event. Please ensure you send your logo and a small blurb about how you are contributing to our event. This info will be added to our Positive Vibes Foundation and Pawsitive steps Facebook Page and Foundation's Websites.

For more information please contact Chairman & Co-ordinator Ryan Tracey 0413 781 117 or email pawsitivehills@gmail.com

Please ensure you have read the Terms and Conditions outlined on page 4 and have kept a copy of your stallholder application for your information.

Applications will only be processed once we have received the completed application, payment and valid public liability insurance. *Incomplete applications will not be processed.* * **A copy of the Certificate of Currency for the above policies must be provided with this application.**

Please return to Ryan Tracey (committee member) via:

Email: pawsitivehills@gmail.com (we will accept scanned copies)

Post: Pawsitive Steps C/O 752B Pennant Hills Road, Carlingford NSW 2118.

Due: **Monday 20th August 2018**

Details:

Business Name: ABN:.....

Your Name:

Business address:

.....

Telephone: Mobile:..... Fax:.....

Email Address:

In an effort to avoid having multiple sellers of any one product, please list **all** items you will be selling / distributing / offering (**only** these products will be allowed to be sold / distributed / offered on the day):

.....

.....

Please note that you need to bring your Marquee, table/s and chairs

Type Of Stall	QTY	UNIT COST	TOTAL
General Merchandise 3.5m x 3.5m (site only)		\$75.00	\$
Community (not-for-profit only) 3.5m x 3.5m (site only)		FREE	\$
Power (please note limited availability)			
Power outlet		\$15.00	\$
Which Type Of Plug Will You Be Using? o 10amp 15amp			
What do you require the use of power for? E.g. laptop, fan, fridge:			

Insurance

Do you have Public and/or Products Liability Insurance to the value of \$10 million? **Yes No**

Name of Insurer: Policy No

.....
NAME (Please Print)
DATE

.....
SIGNATURE

Payment

Please tick your payment method:

Option 1: Post the application with a copy of the insurance cover and a Bank Cheque/Money Order payable to Positive Vibes Foundation Ltd
Address: Pawsitive Steps C/O 752B Pennant Hills Road, Carlingford NSW 2118.

Option 2: EFT transfer

Bank: **Commonwealth Bank** Account Name: **Positive Vibes Foundation Ltd**
BSB: **062 161** Account Number: **10626939** Reference: **Stallholder name**

Stallholder Terms & Conditions

FEE: Stallholders **must include their stallholder fee** when submitting their Application Form.

REFUND: No refunds will be given due to the cancellation of the event caused by circumstances beyond the control of the organising committee. E.g. Extreme wet weather.

ACCEPTANCE: The Organisers reserves the right to accept or reject any application. All acceptances/rejection applicants will be notified by mail/email.

ALLOCATED AREA: The stallholder must only trade within the site allocated, and site locations will not be amended on the day.

SITE SET-UP: Stallholders must set-up their display/stall in a safe workmanlike manner, and comply with safety standards.

MERCHANDISE: Stallholders are only allowed to give out brochures, pamphlets, merchandise from their stall area and NO SHOWBAGS are to be handed out. NAMING RIGHTS SPONSOR has EXCLUSIVE RIGHTS for show bags.

RISK ASSESSMENT: Each stallholder shall be responsible for managing all risks occurring from their activity. Stallholders must abide by any direction given by the Organising Committee in relation to risk management.

INSURANCE: All Stallholders must have Public Liability Insurance to the value of \$10 million. All Food Stallholders must carry licence from NSW Food Authority from <http://www.foodnotify.nsw.gov.au>. A copy of the Certificate of Currency must be provided with the stallholder application form.

STAFFING: The stallholder agrees that all staff operating the stall will be fit and proper.

WASTE AND THE ENVIRONMENT: All participants are responsible for making 'Pawsitive Steps' environmentally friendly. A cleaning fee of \$100.00 will be charged for any waste left at your stall site and you will be invoiced after the event. Please take your waste with you.

INDEMNITY: The stallholders agrees to indemnify the Organising Committee against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and actions of any kind.

LIABILITY: Stallholders occupy and utilise the site at their own risk, and releases the Organising Committee from any liability for any damage to the display/stall or any other property of any description; or for loss of income due to event cancellation or eviction due to non-coherence to safety regulations or terms of this agreement.

I have read and agree to the Stallholder Terms and Conditions above:

(PLEASE SIGN ALL PAGES)

.....
NAME (Please Print)
DATE

.....
SIGNATURE