

Renaissance Rocking Horses Open Weekend

STALLHOLDER EXPRESSION OF INTEREST FORM

Your Name: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Fax: _____ Mobile: _____

Email: _____

Website: _____

Business/Organisation Name (if applicable): _____

Please list **all** items you will be selling and/or attach a product list or your brochure to this form:

(This will enable us to write detailed and high quality copy to promote your specific products in the promotional brochure and press.)

Would you be interested in sharing a marquee and cost with a complimentary (but not competitive) vendor? Yes () No () (We will be hiring 2.4m x 2.4m white marquees for uniformity*)

Do you have any comments? _____

Preliminary Indicative Stall Prices (are yet to be finalised for 2008):

- One vendor only = \$90.00
- Two vendors sharing = \$45.00 each

Includes marquee hire and site cost

Have you read the terms and conditions on the reverse side of this form? Yes () No ()

Please return completed form to:

Louisa Heywood Event Management, PO Box 590, Richmond NSW 2753 or fax (02) 4578 9041.

PLEASE RETURN BY 30th June 2008

* We will be charging a gate fee at this boutique event. The look and feel of a boutique event is essential to its success. For this reason we are hiring uniform marquees.

TERMS & CONDITIONS

Organisers:

Louisa Heywood Event Management
ABN: 16 506 253 380

Renaissance Rocking Horses
ABN: 51 101 122 338

1. It is a requirement that all Stallholders meet current Occupational Health and Safety standards and comply with Work Cover approval. All electrical leads are to be certified by a licensed Electrician.
2. Stallholders must book a site and forward payment prior to the commencement.
3. Fees will not be refunded to Stallholders should cancellation of a site booking occur after 27th September 2008 and no refunds will be given due to the cancellation of the event caused by circumstances beyond the control of the organisers. The organisers shall be the final arbitrators on the subject of event cancellation.
4. The organisers reserve the right to accept or reject any application. All applicants will be notified by mail.
5. Stallholders must only trade within the site allocated. Site locations will not be amended on the day.
6. Stallholders must set-up their display/stall in a safe workmanlike manner and comply with all relevant safety standards.
7. The organisers will carry out daily general cleaning of the event site however it is the obligation of Stallholders to ensure the cleanliness and tidiness of their allocated area. It is the responsibility of Stallholders to place garbage in the bins provided.
8. All monies taken over the weekend will be the responsibility of each Stallholder; this includes cash float, cash registers (if required) and security of monies taken throughout the day. All cash takings must be removed from the site at the conclusion of each day.
9. Each stallholder shall be responsible for managing all risks occurring from their activity. Stallholders must abide by any direction given by organisers in relation to risk management.
10. All Stallholders must have Public Liability Insurance to the value of \$10million. All Food Stallholders must carry both Public & Products Liability Insurance to the value of \$10million. A copy of the Certificate of Currency must be provided prior to the event.
11. Stallholders agree that all staff operating their stall will be fit and proper people for a family based event.
12. Stallholders agree to indemnify the organisers against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and actions of any kind.
13. Stallholders occupy and utilise the site at their own risk, and releases the organisers from any liability for any damage to property or person upon or in relation to the Stallholders allocated area; or for loss of income due to event cancellation or eviction due to non-compliance with safety regulations or terms of this agreement. The organisers shall not be liable for damage to any exhibits caused by the interference or negligence of any person unless the damage is actually caused directly by the organisers.
14. Stallholders must apply in writing to the organisers to use microphones and sound amplifiers and permission will only be granted if the organisers are of the opinion that no annoyance will be caused to other Stallholders or visitors.
15. Security will be provided onsite overnight on Saturday 11th October 2008 for goods, products and equipment that Stallholders choose to leave on the grounds. It is the responsibility of Stallholders to cover all equipment and secure products and goods overnight.
16. Stallholders shall not remove any goods or displays from the site during the period of the event without the approval of the organisers. Goods or displays removed after closing time on Saturday 11th October 2008 for security purposes are exempt from this clause.
17. The organisers cannot guarantee product/service exclusivity but have endeavoured to provide a variety and range of vendors to suit the demographic of the individuals who will attend this boutique event.