



EVENT: NEW YEARS EVE.  
31st December. 2022  
The Esplanade, TORQUAY

**STALLHOLDER APPLICATION FORM**

Please complete this application form and return with your site fee **ASAP** to:

**Attention: TORQUAY Progress Association, P.O. Box 5401, Torquay 4655**

*Enquiries to: Karen Chatfield 0409 269 260*

<b>EVENT DATES:</b> 31 <sup>st</sup> December 2022		<b>EVENT TIME:</b> 2pm – 8pm		
<b>Bump In Time:</b>	<b>Stall Set Up:</b>	<b>Event Time:</b>	<b>Operational Time:</b>	<b>Bump Out Time:</b>
12.30pm	2 pm	2.00pm – 8.00pm		8.30pm

**1. APPLICANT / COMPANY DETAILS (PLEASE PRINT THE FOLLOWING INFORMATION CLEARLY)**

First Name(s) Last Name Company Name

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Business / Organisation ABN or Incorp. Number

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**Postal Address**

Street No. & Name or PO Box \_\_\_\_\_

Suburb State Postcode

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Phone Mobile No. Fax

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Email address Website / Other

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**(Mobile contact details necessary for contact during event please make sure you provide them)**

**2. INSURANCE:** (Please provide a current copy of your Public Liability Insurance to a minimum of \$10 million.)

Company Name: Policy Number:

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Expiry Date: Amount Insured:

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**3. VEHICLE ACCESS:**

- *Only vehicles* authorized by site coordinator will be allowed access to the event precinct for site setup & pull down.
- **Parking will NOT** be permitted within the event precinct unless approved

Please provide details of your vehicle below.

Vehicle Make	Registration

**4. SITE FEES – per 3m x 3m site: PLEASE TICK**

EVENT	Cost
New YEARS Eve	\$75.00 per 3 x 3 stall

**5. PRODUCT / SERVICE DESCRIPTION:DETAILS OF STALLHOLDER PRODUCT OR SERVICE:**

Please provide an exact listing of products or services to be sold or displayed from your stall. Only products listed below will be permitted to be sold from your stall.

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**Note:**

- *Marquees with ropes are considered a trip hazard and are not permitted as sites on road surface - weights are preferred.*
- *All electrical leads and equipment used during the event will need to be tested and tagged **BEFORE THIS EVENT** as per Workplace Health and Safety legislation. (Stalls or participants not complying will be asked to leave)*
- **Lights will be required for his event.**

**6. DECLARATION:**

Please note: All sections of this application form must be completed in full and all necessary information must be supplied for your application to be considered.

In making this application,

- I wish to apply for a stall site at this special event.
- I acknowledge that submission of this application does not guarantee a site booking.
- I confirm that the information contained in this application form is correct.
- I understand that stall sites are limited and applications will be notified by email / phone on the status of their application.

If this application is accepted,

- I acknowledge that I must abide by the terms and conditions relating to the event, which will be fully notified to me upon offer of a stall site.
- I agree to pay the site fee advised in **full by 1/12/22 or no site will be reserved for me.**
- Site fee payments **are non-refundable.**

**Applicant's Name**

**Signature**

**Date**

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## STALL HOLDER / FOOD & BEVERAGE OPERATORS Terms & Conditions

### 1. Application Process

- Has been set in advance for Sausage sizzle for a fundraising group – This year ARTSLINK

***Payments can be made out and posted to Torquay Progress Association, PO Box 5401, Torquay 4655.***

***Cheque or money order or Direct banking to...***

***BSB 633-000 Account number 178 483 988***

***Along with stallholders name for identification – THANK YOU***

### 2. Event Site Access

- Stall Holder / Food & Beverage Operators will be required to bump in/out of the event site as per the timings indicated. Stall Holder / Food & Beverage Operators arriving after the bump in timing will not be permitted on-site. Food stallholders MUST have current certificates and requirements as set by Fraser Coast Regional Council – separate application form required.
- Stall Holder / Food & Beverage Operators may not pack down their stalls before the event conclusion. All Stall Holder / Food & Beverage Operators must be off-site within two hours of “Bump Out” Time indicated on the Application Form and NO EARLIER.
- In the case of inclement weather, Stall Holder / Food & Beverage Operators are required to attend bump-in briefing and will be notified of any event cancellation by the Event Coordinator once on-site only.

### 3. Power Access

- Stall Holders generators will be permitted on-site, if approved on application.

### 4. Waste Management

- Please ensure that any waste materials brought on-site are taken away for disposal.
- Please ensure that the use of plastic packaging or products on-site is minimised.

### 5. Promotions

- Stall Holder are encouraged to supply appropriate signage on-site. This includes business name, product and price listings..

### 6. Product – Goods/Services

- Stall Holders are encouraged to display their product/service in a professional manner.
- Stall Holder selling any products not approved or identified on this form will be requested to remove said products/items or be required to leave the event site.
- Stall Holders must not engage in any selling/display/promotional activity on-site except within the site dimensions allocated.