2014 STALLHOLDERS AGREEMENT
Saturday 24 May 2014, 10am-2pm

Please complete the form below to book a stall site then post/fax or email a completed form to the contact details below.

Kim Dixon
Girls Grammar Gaia Festival
PO Box 776
ROCKHAMPTON QLD 4700

Payment for stalls will be taken in the form of a donation to the multi-draw raffles with the minimum of $20.00 per standard site of 3x3.5m.

Power will be supplied to food vendors only, at $40.00 per standard site (3x3.5m). Please make cheques/money orders out to ‘Rockhampton Girls Grammar School’, otherwise, a direct deposit can be made into the following bank account:

**Account Name:** Rockhampton Girls Grammar School
**BSB:** 084-901
**Account Number:** 17-238-4282
**Please quote reference:** (Your business name) Gaia

<table>
<thead>
<tr>
<th>Business/Service Provider Name</th>
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<tbody>
<tr>
<td>Prize Donation (please describe)</td>
</tr>
<tr>
<td>ABN</td>
</tr>
<tr>
<td>Contact Name &amp; Postal Address</td>
</tr>
<tr>
<td>Phone/Mobile</td>
</tr>
<tr>
<td>Email</td>
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<tr>
<td>Description of Products and/or Services</td>
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<tr>
<td>Diagram of your stall set up:</td>
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**Is your insurance policy current?**
- Yes [ ]
- No [x]  an additional $200 charge will be applied if this is not received

**Is Public Liability valued at $5 million?**
- Yes [ ]
- No [x]
Number of 3x3.5m sites required:

<table>
<thead>
<tr>
<th>Electricity required? (fee of $40)</th>
<th>Yes ☐</th>
<th>No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT NOTE: All electrical appliances, power boards, extension leads and gas bottles must be tested and tagged with current date.</td>
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Electricity required for entire festival: Yes ☐ No ☐

Amperage outlet required:  

<table>
<thead>
<tr>
<th>Do you give permission for any photographs taken at the festival to be used in future promotional material?</th>
<th>Yes ☐</th>
<th>No ☐</th>
</tr>
</thead>
</table>

☐ I have read, understand and agree to the below terms and conditions.
☐ I have attached a copy of my insurance.
☐ I agree - There will be no extensions and/or exceptions for my paperwork; if it is not returned by that date a stall will not be available for me on the day.

Please sign and return by 5 May 2014.

Signed:................................................................................. Date:........../........../.........

Terms & Conditions

- Girls Grammar Gaia Festival will be held at Rockhampton Girls Grammar, Corner of Denham and Agnes Street on Saturday 24 May 2014, 10am – 2pm.
- No refunds will be given for cancellations of bookings after 5 May 2014 or for adverse weather.
- Stalls are given on a 'first come, first served' basis and the School reserves the right to refuse any applicant.
- Girls Grammar Gaia Festival does not take any responsibility for the loss or damage of items brought on site.
- NO PAYMENT NO SITE.
- All stallholders must ensure that their public liability insurance is sufficient to cover your involvement.
- All site holders are to return this form (ONCE ONLY) with a copy of their public liability insurance and appropriate food licenses.
- Stall holders requiring power MUST have all appliances in safe electrical order with current tested and tagged labels affixed, stall holders need to supply their own lights and electrical leads for their stall area.
- Vehicles are to be unloaded and removed prior to setting up your stall.
- These markets are a family orientated market therefore no alcoholic beverages or bad language will be tolerated.
- All stall holders are to keep their site clean, tidy and within their marked area at ALL times. Non compliance may result in possible banning from future markets.
- All food stalls must comply with the relevant provisions of Queensland’s Food Act 2006. If applicable, food stallholders must hold a Temporary Food Stall Licence. This is the stallholder’s responsibility and a copy of the Licence must be submitted with your application.
- All food stallholders must comply with Food Safety Standards Australia/New Zealand.
- No vehicles will be allowed to remain at the market stall sites unless they are being used to sell goods out of.
- Vehicles may enter the market site area to set up the stalls between the hours of 7.00am-9.00am on the Saturday morning and leave the area by 9.30am.
- Stall holders may request to set up on the previous day, Friday between 4.30pm – 6.00pm, but only with prior consent given from the organiser. No responsibility will be taken for loss or damage overnight.
- Stallholders parked in surrounding streets during the market should comply with parking and traffic regulations.
- Food stallholders can only sell products that are authorised and approved by the Committee.
- Stallholders are responsible for bringing and using their own marquees, tables & chairs. Girls Grammar Gaia Festival does not provide marquees, tables and chairs etc.
- Stallholders are responsible to remove all their own rubbish, boxes and unwanted goods from the market site. Rubbish bins on site are provided for customers only.