



Rockhampton Girls
Grammar School
Est 1892



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

Phone: (07) 4930 0964
Mobile: 0457 261 596
Fax: 07 4922 4809
Email: enterprisemanager@rggs.qld.edu.au

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

Business/Service Provider Name			
Prize Donation (please describe)			
ABN			
Contact Name & Postal Address			
Phone/Mobile			
Email			
Description of Products and/or Services			
Diagram of your stall set up:			
Is your insurance policy current?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is Public Liability valued at \$5 million?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Certificate of Currency Supplied?	Yes	<input type="checkbox"/>	No <input type="checkbox"/> an additional \$200 charge will be applied if this is not received

Number of 3x3.5m sites required:

Electricity required? (fee of \$40)

IMPORTANT NOTE: All electrical appliances, power boards, extension leads and gas bottles must be tested and tagged with current date.

Yes No

Electricity required for entire festival:

Yes No

Amperage outlet required:

Do you give permission for any photographs taken at the festival to be used in future promotional material?

Yes No

- 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.