



2009 Grafton Car Show - Stall Holder Invitation

Dear Stall-Holder,

You are invited to have a Market Stall site at the 2009 Grafton Car Show.

Date: **Saturday 18th July 2009**

Venue:..... **Grafton Regional Sports & Entertainment Centre
Powell Street, Grafton**

Trading Time: ... **9:00am - 3:00pm**

Markets will be opened to the public from 10:00am (Exhibitors from 9:00am).

Stall Holder set-up time is from 5:30am

SITES: Sites are available on the following basis (all prices include GST):

Powered Site \$55-00 Double Powered Site \$88-00

Non-powered Site \$44-00 Double Non-powered Site \$70-40

INSURANCE

All stall-holders will be required to produce evidence of current Public Liability Insurance.

DEADLINE: *Friday 10th July 2009*

TO BOOK A SITE: Carefully read the attached information package.

Complete and sign pages 6 & 7 (& 8 if you are a food supplier)

Return the Application and Agreement with all required attachments and your cheque (or evidence of direct deposit payment) to:

ThreeOneThree Pty Ltd
PO Box 531
Grafton NSW 2460

No later than the closing date of **10th July 2009**

NB: Public Liability Insurance and Site Fee **MUST** accompany Booking Form

There are a very limited number of Market Stall sites available, however, with plenty of entertainment, good food, interesting exhibits (including a Show 'n' Shine competition and lots of interesting motor vehicles), it is anticipated that this event will get lots of interest.

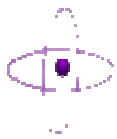
Should you require additional information or assistance please contact myself or my team on 6642 9700 during business hours or by fax 6642 9799 or email to office@clarencebusiness.com.au

I look forward to visiting your site at the *2009 Grafton Car Show* on Sunday 14th June, 2009

Regards

L Diskon

Lyn Diskon
Event Manager
Phone - 6642 9700



2009 Grafton Car Show - Stall- Holders Terms, Conditions & Rules

1. DEFINITIONS

"The Organisers" mean:- Three.One.Three Pty Ltd Events Management and Vikings Supply

"Exhibitor" means the person or organisation specified as the Exhibitor and includes its servants and agents

"Site" means a site at the Exhibition for the Exhibitor as determined by the Organisers

"The Exhibition" means the 2009 Grafton Car Show to take place in 2009 at the Grafton Regional Sports & Entertainment Centre, Grafton NSW or at such other place as the Organisers designate.

"The Venue" means the Grafton Regional Sports & Entertainment Centre, Grafton NSW

A reference to a party, except where the reference is to a third party, means a party to this Agreement and that party's successors, permitted assigns and related entities.

2. **HOURS:** The venue will be available for set-up by Stall-Holders from 6:00 am – all sites must be ready for trade no later than 9:00 am. All sites are to remain operating until 3:00 pm with clean-up to be complete by 6:00 pm. The Show is open to the public between the hours of 10:00am – 3:00pm.

Sites must NOT be dismantled in any way prior to the conclusion of the advertised public access time – unless directed to do so by the Organisers.

3. STANDS/SITES & LOCATION OF SITES:

Sites at the 2009 Grafton Car Show Markets are based on 3m x 3m spaces

Sites will be allocated in the two days prior to the event and Marshalls will direct all Stall-Holders to their site on the day.

The Stall-Holder can take no objection or make no claims for compensation or damages in relation to any allocation of size of space re-allocated by the Organisers.

The organisers will allocate exhibitors' positions taking into account the following issues.

- electrical requirements
- diversity of products in areas
- size of stall
- health and safety issues
- pedestrian traffic flow

Exhibitors with special needs should ensure that these details are carefully noted on their application.

4. SUB-LETTING OF SITE:

An Exhibitor shall NOT sub-let or permit any other person to occupy or use his/her site or any portion of it without the written consent of the Organisers.

5. PAYMENT & CANCELLATION POLICY:

Full payment is required by 5th June 2009.

Cancellation received by the Organisers in writing before 1st June 2009 will be entitled to a full refund. After this date there is no money refunded.

The Organisers reserve the right if they deem it to be expedient or desirable to do so, to cancel or to postpone the operation of this Agreement, by notice in writing and to retain any Deposit, Exhibition Fee or money paid or to recover any Deposit, Exhibition Fee or money not paid:

- In the event of any occurrence or happening which in the opinion of the Organisers justifies them so doing;
- If there is in the opinion of the Organisers any breach by the Exhibitor of its obligations under this Agreement
- If the Exhibitor does not occupy its Site at the commencement time of and during the term of the Exhibition

The Exhibitor indemnifies the Organisers against any claim for compensation or damages or any other action or demand, whether on the ground of loss of profits or otherwise, arising from such cancellation or postponement and acknowledges that in such circumstances to offset administrative costs the Organiser is entitled to retain any Deposit, Exhibition Fee or money paid or to recover any Deposit, Exhibition Fee or money not paid by the Exhibitor in relation to this Agreement.

6. The Stall-holder shall be responsible for the condition of the site(s) during the period of the Event and upon the close of the event shall fully clear the site at the end of the event having all cleared by 3:00pm and shall reinstate the same to the condition thereof at the commencement of the licence to the satisfaction of the Organisers. In the event that the site(s) shall not be cleared and reinstated as aforesaid the Stall-holder shall reimburse the Organisers for any costs incurred by it in clearing and reinstating the site(s).
7. The Organisers shall have the right to sell by public auction or private treaty any structure or any plant equipment goods or other articles that shall remain upon the site(s) after the date referred to in clause 3 hereof and the Stall-Holder hereby irrevocably authorises the Organisers to effect such sale and on the Stall-Holder's part to give full and clear title to the purchaser, AND the Organisers, may retain for its own use the proceeds of any such sale.
8. Neither the Organisers, the Venue Operators / Owners nor their sponsors and agents shall be responsible for loss or damage to or caused by Stall-Holder' goods wares or merchandise as a consequence of loss by fire, water, theft, riot, accident, electrical failure or any other cause whatsoever and Stall-Holders are recommended to ensure that adequate insurance cover is arranged to satisfy their own needs in these regards.

9. The Organisers will NOT accept and liability for damage or theft to any display material, stock (person) or any part of Stall. All Stalls are to be 'manned' at all times, including bump-in and bump-out times.
10. The Operators reserve the right to cancel the event without assigning any reason at any time. If the Operators Centre should find it necessary, expedient or desirable to cancel or postpone the event, the site application (and use) shall cease to operate upon notice to that effect being served on the Stall-Holder personally or by posting such notice by pre-paid post to the address shown in the application, or by emailing such notice to the email address shown in the application, and the Organisers shall not be liable to the Stall-Holder for any compensation whether on the ground of loss of profits or otherwise in respect of such cancellation or postponement and the Stall-Holder shall not be entitled to any refund or payment of any money paid by the Stall-Holder in relation to the site application.
11. The Organisers reserve the right to cancel the site application (and use) by notice served on the Stall-Holder in the manner provided in clause 9 (above), in the event of an occurrence or happening which in the opinion of the Organisers justifies it in so doing and without affecting the generality hereof in the event of any breach of these conditions or if the Stall-Holder does not occupy the site(s) at the commencement of and during the full period of the event AND the Organisers shall not be liable to pay the Stall-Holder any compensation whether
12. On the ground of loss of profit or otherwise or to refund any money paid by the Stall-Holder hereunder in respect of such cancellation.
13. The Stall-Holder hereby indemnifies the Organisers ThreeOneThree Events & Vikings Supply, their sponsors and agents against all claims personal and property whatsoever and howsoever arising out loading, unloading, lifts, ramps and otherwise in the transport and erection, contact or, display or dismantling of stalls / exhibits / displays etc.
14. All Stall-Holders participating in this event are to ensure the installation and operation of suitable guards on all moving machinery or exhibits likely to cause injury to person and/or property.
15. All Stall-Holders participating in this event will have public liability insurance with a limit of liability of no less than five (5) million dollars and provide thereof to the Organisers with their Site Application. All Stall-Holders are advised to check with their insurance supplier to ensure they are appropriately covered for this off-the-premises activity.
16. The Stall-Holder shall not contact or permit or suffer to be conducted on the site (s) by competition game or sale by auction without prior approval of the Organisers.
17. A Stall-Holder or other participating organisation or individual shall not breach any of the provision of the Lotteries, Gaming and Betting Act 1966 or any other statutory modification thereof. Any Stall-Holder or other participating or individual without the prior consent of the Organisers shall not take up a collection of any kind.
18. The Stall- Holder shall conform to the requirements of all Acts of Parliament, which may govern the erection of structures the display and / or sale of machinery vehicles and all other products or goods of the Stall-Holder and the Regulations By-Laws and Ordinances made under such acts.
19. The representative of the Organisers or other person appointed by the Organisers shall have the power to enter upon the site(s) of any Stall-Holder at any time and remove any article, sign, picture or printed matter which in his/her opinion is either not eligible for display or may be the cause of offence.
20. The dropping of advertising leaflets or other printed material from aircraft over the site is prohibited.
21. The use of amplifiers or loud speakers by a Stall-Holder is prohibited without the prior written approval of the Organisers.
22. Stall-Holders are not to make, cause, permit or suffer to continue any undue noise or anything, which unreasonably obstructs, disturbs, injures or inconveniences any other participant or visitors to the event.
23. No livestock other than those provided or approval by the Organisers shall be brought onto the site.
24. No machinery vehicles goods or other articles displayed shall be removed from the Stall-Holder's site(s) before 2:00 pm on the day of the event.
25. Any building structure, barriers, railings etc. erected on any site(s) by the Stall-Holder shall be entirely at the risk of the Stall-Holder who shall be responsible for its maintenance or protection from damage at all times AND no action claim or demands shall be made or taken against the Organisers (ThreeOneThree Pty Ltd or Vikings Supply) or the Venue Owners/Operators for any damage caused whatsoever and howsoever including any auction for negligence or trespass.
26. The Stall-Holder shall at all times comply with any directions that ma be given by the representative of the Operators whilst the Stall-Holder is upon the site.
27. The site will close at 3:00 pm on the day of the Event.
28. From time to time the Operators may share Stall-Holder information with event sponsors, should you wish to not receive any information from event sponsors, please ask to be removed from the Operators sponsors' mailing lists in writing to the Clarence Business Centre- 49 Queen Street, Grafton 2460.
29. Full and final payment MUST be received no later than Friday 5th June 2009. Failure to pay balance means no access to any site and no refund of deposit.
30. Any stall-holder found to be or interpreted to be harassing or exhibiting aggressive behaviour towards Organisers, their personnel, Venue personnel, their respective sponsors and agents - or towards other stall-holders will be asked to leave their site and will forfeit any and all monies paid. In some instances, legal action may follow.

2009 Grafton Car Show

Stall Holder Information

Entry to the 2009 Grafton Car Show

- Completed Application and FULL fee MUST be received by ThreeOneThree Pty Ltd **NO LATER** than **Friday 10th July 2009**
- ThreeOneThree & Vikings Supply requests that you supply full details of your stall structure with this application form (as per the forms at the back of this package)
- The Organisers will endeavour to meet your stall size and other requirements but this CANNOT be guaranteed.
- By submitting your application you agree that you will accept the decision of the Organisers as final and understand that the Organisers reserve the right to decline any application.
- Please note however that no correspondence will be entered into by the Organisers or their personnel once the final decision has been made.

DISCLAIMER

The Organisers reserve the right to consider all applications and decline a place to any business at the 2009 Grafton Car Show.

The Organisers may restrict entry to the event and may evict any stallholder who, in the opinion of the Organisers, does not comply with the guidelines and criteria or the theme of the 2009 Grafton Car Show.

The Organisers will not accept liability for any loss or damage to property or any injury of stallholders or persons involved with stalls at the 2009 Grafton Car Show.

The 2009 Grafton Car Show Markets is held outdoors and public attendance is not guaranteed, particularly if there is inclement weather.

Please note, so there can be no doubt, the Organisers do not provide any guarantee of revenue for stallholders at the event.

Essential FOOD Stallholder Information

- The Organisers are required to maintain a register of all food businesses.
- All food businesses are required to provide the Organisers with a current copy of business registration documentation. If you do not have a copy, you may obtain one from your local council.

Definitions

- Food Stall - **any** stall selling any food or drink for health regulation purposes **is** classed as a food stall

Food

- The Organisers appreciate innovative use of local and ethnic produce in the product provided along with freshness of ingredients and cooking methods used.
- The Organisers want the public to enjoy the event and to consider that the food that they choose to buy represents good value.

Beverage

- It is policy of the Organisers to ensure that the public has the opportunity to taste an extensive selection of non-alcoholic beverages and receive value for money

Health Regulations and Hygiene Requirements for FOOD Stallholders

- All stall structures **must** be secure
- All food must be prepared, packed, displayed and sold as far as is practicable in accordance with the requirements of the Food Act 1998, and guidelines made thereunder.

Protection of food

- Open food should not be displayed unprotected before the public and should be shielded as much as possible from direct sunlight.
- All food must be protected and should be stored at least 500mm above the floor in covered stalls.
- All condiments such as sauce, mustard etc., must be contained in squeeze type dispensers or individually sealed packs.
- Tea, coffee, cordial and other beverages must be dispensed from an enclosed or lidded receptacle equipped with a tap or spouts and should be of a safe temperature.

Food Temperature Control

- Readily perishable food, such as sandwiches, milk and ice cream should be pre-packed and must be provided with approved means of low temperature storage. These foods are to be kept below 5° Celsius
- Hot food must be kept in a food heater at a temperature of not less than 60° Celsius until sold unless it is sold immediately after preparation. A suitable thermometer registering from – 20° to 100° is required

Cooking Facilities

- Food cooking and heating equipment including open-flame barbecues and cooking plates must not be located within reach of the public. This includes Bain-maries - unless they are “cool touch” appliances.
- Stallholders **must** make every attempt to protect cooking areas from dust-borne contamination and droplet infection, for example from coughing and sneezing by the public.
- Stallholders **must** supply approved fire extinguishes where cooking of food on site is involved.

Washing Facilities

- Covered stalls must have approved separate utensils and hand-washing facilities with cold water. A 20 to 25 litre water container with tap is recommended.
- Hand towels, soap, detergent and/or hand wipes must be provided at all times.

Refuse Disposal

- Approved refuse receptacles are required for the storage and removal of garbage generated inside and outside stalls and disposed of in an appropriate and proper manner.
- Fat and oil must be removed in a sealed heatproof container (drum) and disposed of in an appropriate and proper manner.

Non-Compliance

- If any person is found to be in breach of the Food Hygiene Guidelines Regulations in matters of Hygiene (personal cleanliness, smoking, clean clothing etc) then they may also be subject to prosecution and a maximum fine of \$20,000 for a body corporate and \$10,000 for an individual.
- If the Organisers consider that a stallholder does not comply with the minimum standards as set out in this guide then the Organisers reserve the right to remove the stallholder from the event and the stallholder will forfeit the application fee and surrender all rights of action against the Event Organisers.

Payment of Site Fees

- Cheque/Money Order to:-
ThreeOneThree Pty Ltd
PO Box 531
Grafton NSW 2460

Please contact the ThreeOneThree on (02) 6642 9700 if you require any further details on payments

***Please note-most correspondence will be conducted via email**

The 2009 Grafton Car Show - Application Checklist

-Completed & signed Application Form (including full name, all contact numbers and clear description of products for sale)
-Copy Public Liability Insurance Certificate of Currency
-Copy Certificate of Food Business Registration (for food stalls)
-Stall specifications and sketch
-Payment (cheques / money orders to be made out to: *ThreeOneThree Pty Ltd*) or evidence of electronic payment
-Completed Application sent to: ThreeOneThree Pty Ltd, PO Box 531, Grafton 2460

2009 Grafton Car Show - Stall Holder Application 2009

Name of Stall Holder:

Stall Holder Address:

.....

Phone:Fax:Email:

Description of Stall/products:

.....

Public Liability Insurance Details: - Insurer:

Policy Number:..... Expiry Date:.....

PLEASE ATTACH A COPY OF CURRENT CERTIFICATE

- o Sites are based on 3m x 3m spaces (ie: single site = 3m x 3m / double site = 3m x 6m)
- o All Stall-Holders requiring access to electricity supply are required to advise below
- o All Stall-Holders will be required to provide a copy of a current Public Liability Insurance
NO Public Liability Insurance = **NO** stall

Terms & Conditions: Stall Holders acknowledge acceptance of *Terms and Conditions* as set out in the attached schedule:

SITE FEES
All fees are GST inclusive

Please reserve the following site/s:

<input type="checkbox"/> Powered Site \$55-00	<input type="checkbox"/> Double Powered Site.....\$88-00
<input type="checkbox"/> Non-powered Site \$44-00	<input type="checkbox"/> Double Non-powered Site\$70-40

I, acknowledge and accept *Terms and Conditions* of the 2009 Grafton Car Show as set out in the attached schedule:

Signed: Date:

Application and full payment MUST reach this office NO LATER than 10 July 2009

Method of Payment (*Please Tick*)..... Direct Debit Cheque

Online payments to - ThreeOneThree - BSB - 633 108 Acct # -123 060 691
or Cheques to – Three.One.Three Event Management – PO Box 531, Grafton 2460

Contact Details

Three.One.Three Event Management
P - 6642 9700 F - 02 6642 9799

PO Box 531, Grafton NSW 2460
Email reception@clarencebusiness.com.au

Vikings Supply
P - 6641 4200

C/- Grafton Regional Sports & Entertainment Centre, Powell St, Grafton 2460
F - 6641 4202 Email Vikings@northnet.com.au



2009 Grafton Car Show

Stall-Layout

Your Stall layout sketch/diagram is an essential part of the Criteria and **MUST** be completed

Name of Stall Holder:

Name of Stall:.....

- Please provide a sketch of your stall showing the stall dimensions and the position of all equipment used for cooking, cold storage, preparation, hot storage of food and washing facilities
- This information is essential to the planning of positioning of stalls and will make it easier for organisers to ensure appropriate access to services you require
- Any attachments to stall/van must be included eg: tow-bars, right or left side
- Also please show any refrigeration/storage vans you will be bringing including the dimensions
- Please sketch the plan and please also enclose a photograph of the stall if possible

Sketch of Stall

OFFICE USE ONLY:

Application #/09

Site No.....

Diagram confirmed:.....313 Representative Signature:.....

Date confirmed:313 Representative Name:

2009 Grafton Car Show
Stall Holder Application 2009

Health Regulations and Hygiene Requirements

Foods Stalls ONLY

Name of Stall Holder:

Name of Stall:

Stall Holder Address:

.....

I/we confirm that: I/we acknowledge, accept and shall comply with the *Health Regulations and Hygiene Requirements* as outlined on pages 4 & 5 of the 2009 Grafton Car Show Stall-Holder Guidelines

Signed:Date:

Name of person/s responsible for and signing this document:

.....
(This person shall be deemed responsible for ensuring compliance as agreed above)

Please complete and return this document with your Stall Holder Application to:

ThreeOneThree Pty Ltd
PO Box 531
Grafton NSW 2460

- All food businesses are required to provide the Organisers with a current copy of business registration documentation. If you do not have a copy, you may obtain one from your local council.

<u>OFFICE USE ONLY:</u>	Application #/09
	Site No.....
Compliance confirmed:.....313 Representative Signature:.....	
Date confirmed:313 Representative Name:	