

2010 Jacaranda Thursday Markets

Dear Stall-Holder,

You are invited to have a Market Stall site at the **2010 Jacaranda Thursday Markets** - a wonderful morning of food, music and dance celebrating Grafton's famous Jacaranda Festival.

Date: **Thursday 4th November**

Venue: **Pound Street Carpark, Grafton**

Trading Time:..... **8:00am - 1:00pm**

The famous Jacaranda Festival attracts visitors from all over Australia and from around the world.

By being a part of the **2010 Jacaranda Thursday Markets** Stallholders will have the opportunity to

- o promote their business to more than 10,000 patrons
- o be able to align their business with a premier event which is recognized throughout NSW, Australia & the world
- o take advantage of a great marketing and promotion opportunity where they can meet others in the market place and display their excellence in and to industry

Markets will be opened to the public from 8:00am. Stall Holder set-up time is from 5:30am

- o Site sizes will consist of 3 sizes and 3 prices: Size 1 = 5.4m x 4.5m
Size 2 = 8.1m x 4.5m
Size 3 = 10.5m x 4.5m
- o All Stall-Holders requiring access to electricity supply are required to complete the attached form and forward with their application.
- o All Stall-Holders will be required to provide a copy of a current Public Liability Insurance
NO Public Liability Insurance = **NO** stall

To book a site:- Carefully read the attached information package; Complete and sign the Site Application; Return the Application and Agreement with all required attachments (as in the checklist found in the Stall-Holder Guidelines) and your deposit cheque to:

Clarence Business Centre & ThreeOneThree P/L
PO Box 531
Grafton NSW 2460

No later than the closing date of **15th October 2010**

NB: Please allow that there is very limited access to electricity supply and if you do not require electricity, please be considerate of those who do and not take up a powered site if you do not need one.

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

The 2010 Jacaranda Thursday Markets is a recipe for a great day out with great music, dance and heaps of general fun in the city's CBD.

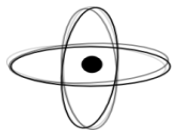
I look forward to visiting your site at the *2010 Jacaranda Markets* on Thursday 4th November 2010

Regards

Mark Butler
Event Manager

NB: Evidence of current Public Liability Insurance **MUST** accompany Site Application For 2010 Jacaranda Markets

2010 Jacaranda Thursday Market Stall Holder Application



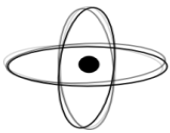
The 2010 Jacaranda Thursday Markets is an additional activity to the Grafton Jacaranda Festival.

Event Background

- The 2010 Jacaranda Thursday Markets is held to coincide with the Jacaranda Festival's main day – Jacaranda Thursday which brings the whole community together in celebration
- Along with a range of market stalls, there is music, dance and entertainment from a wide range of groups and local businesses
- Market stalls highlight creativity, interest, diversity and good value.
- Entertainment is diverse and exciting.

By being a part of The 2010 Jacaranda Thursday Markets Stallholders will have the opportunity to

- take advantage of a great marketing and promotion opportunity where they can meet others in the market place and display their excellence in and to industry
- promote their business/product to more than 10,000 patrons
- align their business with a premier event which is recognized throughout NSW, Australia and the world.



2010 Jacaranda Thursday Markets

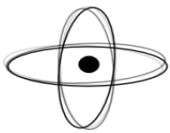
STALL HOLDER BOOKING GUIDELINES

Entry to the 2010 Jacaranda Thursday Markets

- Completed Application and deposit (\$25-00) MUST be received by Clarence Business Centre & ThreeOneThree P/L **NO LATER** than **Friday 2nd October 2010**
- On confirmation of site numbers, confirmation and an invoice will be forwarded to applicant.
- Balance of site fee MUST be paid **NO LATER** than **Friday 15th October 2010** to secure site/s. If balance is not received at this office by this date, you WILL forfeit your site/s AND your deposit.
- The Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L will endeavour to meet your stall size and location request and other requirements for the 2010 Jacaranda Thursday Markets but this **CANNOT** be guaranteed.

The 2010 Jacaranda Thursday Markets Site application process

- Stall-holders are given a choice of three possible site locations.
- Selection of a preferred site does NOT guarantee that site. If the first choice is already booked, then the second is offered. If the second is booked, then the third is offered. If all three sites are taken, then the Clarence Business Centre & ThreeOneThree P/L reserves the right to make a decision as close as possible to the preferred choices.
- Receipt of your completed application by the Clarence Business Centre & ThreeOneThree P/L does not guarantee a site at the 2010 Jacaranda Thursday Markets.
- Each year the Jacaranda Thursday Markets is inundated with applications from prospective stallholders. The Clarence Business Centre & ThreeOneThree P/L appreciates every enquiry received, and gives all applications full consideration. Unfortunately, sometimes applicants may have to be declined a place at the 2010 Jacaranda Thursday Markets because there are either too many applications of a similar type, or they do not fit the 2010 Jacaranda Thursday Markets theme or their application has been received after the closing date.
- In view of the huge demand for sites at the event and the limited amount of sites available, the Clarence Business Centre & ThreeOneThree P/L must choose those businesses that exhibit excellence and can ensure a diverse and representative selection of stalls so that the public enjoys the event and will continue to return each year.
- The Clarence Business Centre & ThreeOneThree P/L will make its final decisions after the closing date and unsuccessful applicants will be advised and receive a full refund of their deposit or application fee (whichever is applicable) no later than 15th October 2010
- By submitting your application you agree that you will accept the decision of the Clarence Business Centre & ThreeOneThree P/L as final and understand that the Clarence Business Centre & ThreeOneThree P/L reserves the right to decline any application.
- Please note however that *no correspondence* will be entered into by the Clarence Business Centre & ThreeOneThree P/L or its personnel once the final decision has been made.



SITE BOOKING PROCEDURE

1. Carefully read **ALL** material in the stall-holder information package
2. Look at site map (attached or on web-site) **To be advised**
3. Select preferred site/s
 - Option – 1
 - Option – 2
 - Option – 3
4. Check web-site – or phone event office to confirm availability (as at that date)
5. Check costing on preferred site/s
6. Complete ALL paperwork
7. Forward completed forms with (minimum) \$25-00 deposit to:
ThreeOneThree P/L
PO Box 531
Grafton NSW 2460
8. On confirmation of site numbers, your confirmation and invoice will be forwarded
9. Balance of site fee **MUST** be paid no later than Friday 15th October 2010 to secure your site. If balance is not received at this office by this date, you **WILL** forfeit your site/s **AND** your deposit.
10. The earlier we receive your completed application documentation and deposit, the more likely we will be able to offer your preferred site/s.

DISCLAIMER

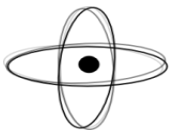
The Clarence Business Centre & ThreeOneThree P/L reserves the right to consider all applications and decline a place to any business at the 2010 Jacaranda Thursday Markets.

The Clarence Business Centre & ThreeOneThree P/L may restrict entry to the event and may evict any stallholder who, in the opinion of the Clarence Business Centre & ThreeOneThree P/L, does not comply with the guidelines and criteria or the 2010 Jacaranda Thursday Markets theme.

The Clarence Business Centre & ThreeOneThree P/L will not accept liability for any loss or damage to property or any injury of stallholders or persons involved with stalls at the 2010 Jacaranda Thursday Markets.

The 2010 Jacaranda Thursday 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 Clarence Business Centre & ThreeOneThree P/L does not provide any guarantee of revenue for stallholders at the event.



ALL sites are based on the following sizes.

ALL sites are numbered

Site Fees - 2010

| Size M | Cost |
|------------|----------|
| 4.5 x 5.4 | \$65.00 |
| 4.5 x 8.1 | \$85.00 |
| 4.5 x 10.5 | \$100.00 |

Electricity Supply & Fees - 2010

ELECTRICITY SUPPLY

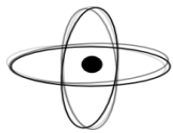
Electricity **ONLY** available to sites:

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ELECTRICITY FEES

Single site = \$10..... Double site = \$15 Triple Site = \$20



**Completed Application and deposit MUST be received no later than
2nd October 2010**

**Applications received after this date will NOT be accepted
Balance of site fee MUST be paid no later than Friday 15th October 2010**

Please Note:- extra fees will be charged for

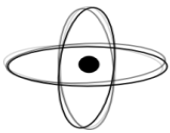
- Costs associated with tagging and testing of electrical equipment or rectification of equipment to make it compliant with relevant standards
- The removal costs of any rubbish left on site either in or behind your stall
- The removal costs of any fat left on your site
- Additional requests for additional Electricity (as above)
- Costs related to electricity re-connection fees caused by stall-holder
- Any GST, which is applicable to the above costs and charges.

You will receive

- Access to electrical supply as per requirements provided by you to Clarence Business Centre & ThreeOneThree P/L (or as near as can possibly be provided by the Clarence Business Centre & ThreeOneThree P/L)
- Publicity for event and all media including on the Clarence Business Centre & ThreeOneThree P/L Website (when completed)

However:

- Access to electricity supply is very limited – to ensure you have access, early registration is recommenced
- Stallholders will be held responsible for any damage (including for payment of repairs) to other stalls, road, park surrounds or fixtures
- * Extra power outlets are at an additional cost of \$5-00 each unit / item
- Stall-holders supplying their own generator/s may only do so with express permission from organisers and **MUST** ensure minimum noise and exhaust from their equipment and **MUST** ensure no risk/hazard to public or other stall holders.



Essential Stallholder Information

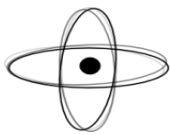
IMPORTANT

- Please ensure you request a stall of a suitable size for your needs.
- It is strictly prohibited to prepare or cook food outside of your allocated stall area.

Stalls

- It is important to note that when selecting the required size for your stall, that any additional structures such as a shade covers or trailers are included in your application - additional charges will apply per extra square metre used. These dimensions (including tow bar etc) and any other equipment such as refrigeration units or vans is critical information and **MUST** be included in your application
- Please show consideration for the needs of other stall-holders. If you are considerate of others, they will be considerate of you.
- The Clarence Business Centre & ThreeOneThree P/L would like to advise that due to restrictions, only a limited number of larger sites are available and preference is **not** given to businesses applying to share a larger site
- NO electricity leads will be permitted to go more than 30 metres. This is **NOT** negotiable.
- Stallholders must supply specifications on their tent, shade structure, van/or trailer, the makeup of the structure (material etc), how it is constructed, how it is erected and secured and whether the material of the tent is fire resistant (most stallholders should have specifications supplied when they purchased the equipment).
- It is a requirement that all stallholders provide specifications of their structure/s in order to participate in the 2010 Jacaranda Thursday Markets
- Stall-holders **MUST NOT** begin setting up until 5:30am when the relevant local streets (Prince – for the Jacaranda Festival - are closed to through traffic, but you can be legally parked prior to 5:30am and ready to set up. **Police and Security will enforce this rule.** Access past the barricades will only be available until 7:00am.
- Stall-holders **MUST** have vehicles out of Market area **NO LATER THAN** 7:00am.
- Due to the relocation of the markets stall holders now have the flexibility to trade longer but **NO LATER THAN** 5:00pm Stall-holders may start packing up from 2:00pm but you **MUST NOT** bring vehicles into the market site before 2:30pm when Council staff will provide access past the barriers. Police and Council Traffic Officers will **FINE ANYONE** who moves a barrier or brings a vehicle into the market area. Don't even ask!!!
- Stall-holders **MUST** have your Current Public Liability Insurance policy. If you have not yet done so, please provide a copy of your policy to the Clarence Business Centre & ThreeOneThree P/L. No Evidence of Public Liability Insurance = NO SITE. If you are found to be setting up your site without having provided evidence of current Public Liability Insurance, you will be removed without refund.
- The selling of the following items is **STRICTLY PROHIBITED**

| | |
|---------------------|-----------------------|
| Cap guns | Silly spray |
| Pellet guns | Stink bombs |
| Santa snow | Throw downs all anti- |
| Shaving cream | social or dangerous |
| Coloured hair spray | items |



PLEASE NOTE – while it is forbidden for stall-holders to sell the above items, organisers cannot accept responsibility for the sale of these items through other permanent retail outlets. If in any doubt about any product, please phone and ask if your product is suitable. Stall Holders selling prohibited goods will be closed down, removed and banned from future Jacaranda markets.

- There are no covered sites so if you require shade please bring your own
- Ride operators must comply with WorkCover regulations – this will be patrolled. For more information contact WorkCover on 13 10 50.

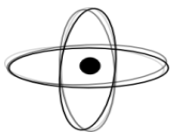
Insurance

- You must provide the Clarence Business Centre & ThreeOneThree P/L with a Certificate of Currency from your insurer detailing your insurance cover for the 2010 Jacaranda Thursday Markets period. This is Compulsory. It is also recommended that you include contents and damage insurance for your own benefit.

Location of Stalls

The Clarence Business Centre & ThreeOneThree P/L will allocate stall positions taking in to account the following stall-holder requirements:

- Stall-holder choice/s – the earlier we receive your application, the more likely we will be able to approve your site choice/s
 - Electrical requirements
 - Diversity of products in areas
 - Size of stall
 - The impact your stall may have on pedestrian traffic flow
 - Health and Safety issues relevant to the 2010 Jacaranda Thursday Markets including proximity to taps etc.
- Stallholders with significant infrastructure such as ovens and trailers should ensure that these details are carefully noted in their application.
 - Survey results from other events indicate that patrons generally complete a full lap of the venue looking at the full variety of stalls before deciding what they wish to purchase.
 - Successful sales will be determined by patrons' choice of quality of product rather than your position at the event.



Essential FOOD Stallholder Information

- The Clarence Business Centre & ThreeOneThree P/L is required to maintain a register of all food businesses.
- All food businesses are required to provide the Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L appreciates innovative use of local and ethnic produce in the product provided along with freshness of ingredients and cooking methods used.
- The Clarence Business Centre & ThreeOneThree P/L wants the public to enjoy the event and to consider that the food that they choose to buy represents good value.

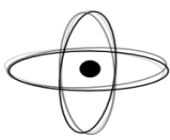
Beverage

- It is policy of the Clarence Business Centre & ThreeOneThree P/L to ensure that the public has the opportunity to taste an extensive selection of non-alcoholic beverages and receive value for money

NB: The 2010 Jacaranda Thursday Markets is a family-focused event

Crockery, Cutlery and Glasses

- The Clarence Business Centre & ThreeOneThree P/L is endeavouring to encourage and grow an environmentally friendly event and therefore encourages stallholders to purchase crockery, cutlery and glasses from an environmentally friendly supplier.
- If you have any questions regarding the above or have any special requirements please contact the Clarence Business Centre & ThreeOneThree P/L for further information.



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 extinguishers where cooking of food on site is involved.

Washing Facilities

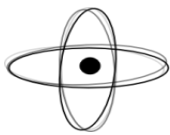
- Covered stalls must have approved separate utensils and hand-washing facilities with cold water. A 20 to 25 litre water container with tap is recommended.
- Hand towels, soap, detergent and/or hand wipes must be provided at all times.

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 Clarence Business Centre & ThreeOneThree P/L considers that a stallholder does not comply with the minimum standards as set out in this guide then the Clarence Business Centre & ThreeOneThree P/L reserves 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 Clarence Business Centre & ThreeOneThree P/L and event organisers.

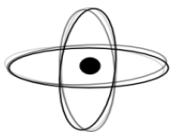


Electrical Requirements – ALL Stallholders

- Power supply at the event is limited; therefore it is imperative that you calculate your power requirements accurately in your application form.
- To satisfy obligations under the Workplace Health and Safety Act and in accordance with Australian Standard AS3002/2002 the Clarence Business Centre & ThreeOneThree P/L requires that all leads and electrical equipment are to be (currently) tagged and tested with the stallholder's name on each item, before installation on site.
- You must provide all of your **own** internal lighting if required for your stall. This must be included in your power usage.
- To assist in calculating your requirements use the following information as a guide:
 - 5 Amps = 1200 Watts or 1.2 Kilowatts
 - 10 Amps = 2400 Watts or 2.4 Kilowatts
 - 15 Amps = 3600 Watts or 3.6 Kilowatts
 - 20 Amps = 4500 Watts or 4.5 Kilowatts
 - $W = A \times 240$
 - $A = W \text{ divided by } 240$
 - $\text{Volts} = W \text{ divided by } A$

Examples of typical wattages (single phase) are:

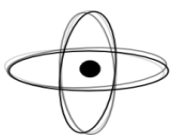
- Bain Marie 2 amps
 - Coffee Machine..... 10 amps
 - Large Urn 1000 – 1500w
 - Fridge / Freezer 1 amp
 - Cash register..... 150w
 - Deep Fryer 10 amps
 - Food Processor..... 2.5 amps
 - Microwave..... 10 amps
 - Electric Drill 2.4 amps
- The maximum loading must not exceed 3.6 kilowatts per 15 Amp power outlet supplied. If you are found to have any equipment that has caused tripping of power supply then you will be charged a service fee for re-connection.



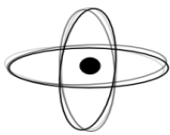
2010 Jacaranda Thursday Markets

STALL- HOLDERS TERMS, CONDITIONS AND RULES

1. The date is Thursday 4th November 2010
2. The venue will be available for set-up by Stall-Holders from 5:30 am – all sites must be ready for trade no later than 8:00 am. All sites are to remain operating until **2:00 pm** with clean-up to be complete by **5:00 pm**
3. Sites at the 2010 Jacaranda Thursday Markets are no smaller than 4.5 x 5.4 spaces.
4. Organisers, the Clarence Business Centre & ThreeOneThree P/L shall have the right to nominate the situation of the site (s) applied for the Stall- Holder and the Stall-Holder shall only have a license to occupy the site (s) so nominated during the period of the event. While all efforts will be made to meet requests for a specific site location, Clarence Business Centre & ThreeOneThree P/L may allocate, reallocate and/or change the position of the stand at may time.
5. The Stall-holder shall not be entitled to assign or part with possession of the whole or any part of the site(s) without the prior written consent of the Clarence Business Centre & ThreeOneThree P/L.
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 **5:00pm** and shall reinstate the same to the condition thereof at the commencement of the license to the satisfaction of the Clarence Business Centre & ThreeOneThree P/L and the Clarence Valley Council. In the event that the site(s) shall not be cleared and reinstated as aforesaid the Stall-holder shall reimburse the Clarence Business Centre & ThreeOneThree P/L for any costs incurred by it in clearing and reinstating the site(s).
7. The Clarence Business Centre & ThreeOneThree P/L 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 authorizes the Clarence Business Centre & ThreeOneThree P/L to effect such sale and on the Stall-Holder's part to give full and clear title to the purchaser, AND the Clarence Business Centre & ThreeOneThree P/L , may retain for its own use the proceeds of any such sale.
8. Neither the Clarence Business Centre & ThreeOneThree P/L, the Jacaranda Festival nor the Clarence Valley Council 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 Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L reserves the right to cancel the event without assigning any reason at any time. If the Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L reserves 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 Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L shall not be liable to pay the Stall-Holder any compensation (refer 12)
12. On the grounds 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 – the Clarence Business Centre & ThreeOneThree P/L / ThreeOneThree Events, and the Clarence Valley Council 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 Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L.
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 Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L or other person appointed by the Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L.
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 Clarence Business Centre & ThreeOneThree P/L 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 **2:30 pm** on the day of the event (unless at the directive of the organisers).
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 Clarence Business Centre & ThreeOneThree P/L / ThreeOneThree Events or the Grafton Mall Management or the Clarence Valley Council 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 may be given by the representative of the Clarence Business Centre & ThreeOneThree P/L whilst the Stall-Holder is upon the site.
27. The site will close at 2:00 pm on the day of the Event.
28. From time to time the Clarence Business Centre & ThreeOneThree P/L 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 Clarence Business Centre & ThreeOneThree P/L's sponsors' mailing lists in writing to the Clarence Business Centre & ThreeOneThree P/L- 49 Queen Street, Grafton 2460.
29. Deposit of at least \$25-00 is required by 2nd October 2010. Cancellation received by the Organisers in writing before this day will be entitled to a refund less administration costs. After this date there is no money refunded.
30. Full and final payment **MUST** be received no later than Friday 15th October 2010. Failure to pay balance means no access to any site and no refund of deposit.



31. Any stall-holder found to be or interpreted to be harassing or exhibiting aggressive behavior towards Clarence Business Centre & ThreeOneThree P/L personnel, and Clarence Valley Council 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.
32. Where the context permits the following words shall have the following meaning:
- "Clarence Business Centre & ThreeOneThree P/L" shall mean the Clarence Business Centre & ThreeOneThree P/L –and/or- ThreeOneThree Pty Ltd.,
 - "the site" shall mean the Pound Street Car park Grafton and such other area(s) nominated by the Clarence Business Centre & ThreeOneThree P/L,
 - "the Stall-Holder" shall mean and include the Stall-Holder, its employees or agents,
 - "the event" shall mean the event described on the application form.

Payment of Site Fees

- Failure to pay for your site by the closing date will result in your place at the 2010 Jacaranda Thursday Markets and your deposit being forfeited.

Payment

- Cheque/Money Order to:-
Clarence Business Centre & ThreeOneThree P/L
PO Box 531
GraftonNSW 2460

Please contact the Clarence Business Centre & ThreeOneThree P/L on (02) 6642 9700 if you require any further details on payments

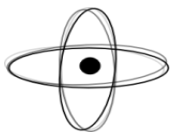
Stallholders Agreement

- Please carefully read the Stallholders Terms & Conditions attached and sign the appropriate space on your Application Form

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

The 2010 Jacaranda Thursday Markets- 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)
- Signed Health Regulations & Hygiene Requirements form (for food stalls)
- Stall specifications and sketch
- Electricity supply requirements form completed
- Payment (cheques / money orders to be made out to: Clarence Community Events)
- Completed Application sent to:
ThreeOneThree P/L
PO Box 531
GraftonNSW 2460



Please keep this sheet for **your** records

Name of Person/s responsible for Application:.....
(for your records)

(On acceptance as a 2010 Jacaranda Thursday Markets stallholder, this person shall be deemed responsible for stall and all fees and payments)

2010 Jacaranda Thursday Markets

Thursday 4th November 2010

MARKET STALL SITE APPLICATION & AGREEMENT

Important Information

It is essential that all required paperwork be completed and submitted with your application

NO LATER than 2nd October 2010.

Failure to do so will result in your application being unsuccessful.

The Clarence Business Centre & ThreeOneThree P/L regret that late applications will NOT be accepted

Please read all guidelines and requirements before filling out this application and return the following:

- Pages 16 & 17 - Completed & signed Application Form (including full name, all contact numbers and clear description of products to be sold)
- Copy Public Liability Insurance – Certificate/Letter of Currency
- Copy Certificate of Food Business Registration (for food stalls)
- Page 18 - Stall specifications and sketch -
- Page 19 - Electricity supply requirements completed
- Page 20 - Signed Health Regulations & Hygiene Requirements form (food stalls ONLY)
- Payment (cheques/money orders to be made out to: *ThreeOneThree P/L*)

Please forward **ALL** documents and monies to -

ThreeOneThree P/L
Clarence Business Centre
PO Box 531
Grafton NSW 2460

Name of Stall Holder:

Name of Stall:.....

Stall Holder Address:

.....

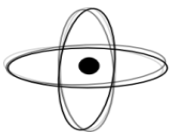
Phone: Fax: Mobile:.....

Email: Web:

Description of products:

.....

.....



Stall-Layout

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

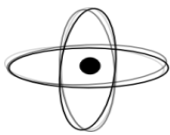
Name of Stall Holder:

Name of Stall:.....

- o 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
 - o 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
 - o Any attachments to stall/van must be included eg: tow-bars, right or left side
 - o 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

| | |
|--------------------------------|---|
| <u>OFFICE USE ONLY:</u> | Application #/10 |
| | Site No. |
| Diagram confirmed: | Signed: Date |



2010 Jacaranda Thursday Markets

Stall-Holder Electricity Supply Requirements

Name of Stall Holder:

Name of Stall:.....

| Item # | Type of equipment | Total watts | Phase/voltage |
|--------|-------------------|-------------|---------------|
| | | | |
| | | | |
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| | | | |

Please indicate the total Watts / Kilowatts you require:

- o I/we confirm that all information that is provided regarding the electricity supply requirements for the abovementioned Market Stall is honest and truthful to the best of my knowledge.
- o I/we confirm that: I/we acknowledge, accept and shall comply with the obligations under the Workplace Health and Safety Act and in accordance with Australian Standard AS3002/2002 and that all leads and electrical equipment are (currently) tagged and tested and have my name on each item as outlined on page 8 of the 2010 Jacaranda Thursday Markets Stall-Holder Guidelines

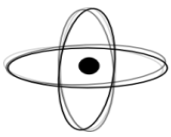
Signed: Date:

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 P/L PO Box 531, Grafton NSW 2460

| | |
|-------------------------|------------------------|
| OFFICE USE ONLY: | Application #/10 |
| | Site No. |
| Confirmed: | Signed: Date..... |



2010 Jacaranda Thursday Markets

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 page 7 of the 2010 Jacaranda Thursday Markets 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:

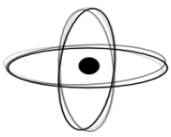
ThreeOneThree P/L
Clarence Business Centre
PO Box 531
Grafton NSW 2460

OFFICE USE ONLY:

Application #/10

Site No.

Confirmed:Signed: Date



2010 Jacaranda Thursday Markets

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 page 7 of the 2010 Jacaranda Thursday Markets 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 P/L
 Clarence Business Centre
 PO Box 531
 Grafton NSW 2460

OFFICE USE ONLY:

Application #/10

Site No.

Confirmed:Signed: Date