

EXPO APPLICATION FORM

The Murri Rugby League Carnival Management would like to invite you to apply to be part of the ABF 2012 as a market stall holder.

IMPORTANT: this form is to be completed by ALL persons and/or groups wishing to participate as a market stallholder in the Murri Rugby League Carnival.

Event Guidelines

- **Applications close 5pm, Friday 7th September 2012.**
- Please see *Stallholders, Exhibitors and Supplier Guidelines at Council Events* for a complete list of event rules.
- ALL packaging will be encouraged to either biodegradable or recyclable.
- All sites will be presented in a neat and tidy manner.
- All rubbish will be removed from each site at the conclusion each day.

Please return the attached application form as soon as possible.

Sites attracting a fee will be invoiced prior to the event. You may make payments when returning this form.

Please address the application to: Events Manager – Troy Byers

Submit application by website application or post to

Troy Byers
Events Manager
PO Box 1545
Toombul QLD 4012

For enquiries please contact Troy Byers ph 0425 769 488

MARKET STALL APPLICATION FORM

Applications Close 5pm, 7th September 2012

Privacy Statement: You are providing personal information which will be used for the purpose of processing your application for participation in council events. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

YOUR DETAILS

Organisation:

Contact Person:

Position:



EXPO APPLICATION



Mailing Address:

Suburb: Postcode:

Email:

Phone: (w) (h)..... (mob)

Contact on the day of the event

*Contact name:

*Mobile Phone:

SITE FEES

Please contact Troy Byers ph: 0425 769 488 or troy@murrirugbyleague.com.au for site fees.

ALL sites will be provided with electricity.
Please tick one of the following site types.

- ☐ EXPO SITE - site includes electricity 3m x 2m booth, lighting, signage, VIP tickets, parking

YOUR STALL DETAILS

Please give a short description of your display/market stall:

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If you are selling product please list what type of product listing:

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If supplying your own equipment please list what you will be bringing along:

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If you require additional space require? (Please include room for all equipment and storage)
Contact Troy on 0425 769 488

Do you require power? (Please circle) **YES / NO**

If **YES** Please provide details in the table below:

Type of **equipment** will you be using **Power** requirements AMPs per unit

- **ALL electrical leads and equipment must be tested and tagged by a qualified electrician.**
- **We encourage participants to avoid requesting excess power requirements.**

Other requirements

If you have any other requirements please explain in details what they are and why you need them. ABF and the Council will discuss possible options:

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INSURANCE

It is essential that we are aware of the public liability coverage of all participants and organisations. If you do not have your own Public Liability Insurance you will be required to complete and submit a Risk Assessment form with your event application. If you do have your own Public Liability Insurance a copy of your certificate of currency must be available upon request and details should be completed in full below.

Do you/your company hold public liability insurance?
(Please circle): **YES / NO**

☐ If **YES**

Who is your insurer? _____

To what amount are you currently insured? _____

When is the expiry date on your current policy? _____

Are you covered for activities held at outdoor events such as this? Under what provisions, if any?

Who does your cover extend to? _____
(eg: group members, volunteers)

I hereby state that the above information is true and correct to the best of my knowledge and that I will be willing to provide a copy of the above mentioned insurance policy upon request.

Signed: Date:

☐ If **NO** – The ABF and Council will require a completed Risk Assessment Form along with this Application Form.

Name _____

Phone _____