

Community Weekend Expo – Registration Form

Sunday 20th November 2011

Location: Feast Hub @ Light Square

1. Contact Information

Name of Business/Organisation/Group: _____

Name of Contact Person: _____

Postal Address: _____

_____ Postcode: _____

Daytime telephone: _____ After hours telephone: _____

Facsimile: _____ Email: _____

Mobile telephone: _____

Web Address: _____

2. Stall Specific Information & Arrival:

Please describe in detail the products, services, prices and giveaways you intend for your stall: (please ensure that you refer to the terms and conditions attached) NB: Due to sponsorship arrangements, there will be no provision for the sale of any beverages.

Please provide details of any special needs (signage, extra space, props) you intend to include at your stall: NB: All items must be set up within the allocated space unless by prior approval of Feast Management. Feast reserves the right to remove any items obstructing any thoroughfares. Due to power restrictions, Feast cannot supply electricity to stallholders.

3. Stallholder Site Needs:

- | | |
|--|--|
| <input type="checkbox"/> Registration Fee | \$10.00 per 1.5m x 1m area
(If selling products)
(Approx. size of trestle table) |
| <input type="checkbox"/> Marquee (3x3 with roof) | \$106.00 (incl GST) |
| <input type="checkbox"/> Trestle Table | No Cost |



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4. Payment Details:

Full payment of \$ _____ is enclosed with this Stallholder Form.

Cheque Cash Visa Card Master Card Bank Card

Card Number:

Expiry Date: /

Name as it appears on your card: _____ Signature: _____

5. Declaration

I, (your name) _____

(Position in Organisation) _____

(Name of Organisation) _____

I have:

- Read and initialled the Terms and Conditions (following two pages) of Stallholder Registration and agree to the conditions herein
- Provided Feast with all relevant information relating to your stall
- Completed and/or attached all payment details

I agree to abide by the requirements of the Occupational Health, Safety and Welfare Act 1986 as amended 15.8.2005. **Please note Feast has a SMOKE FREE policy. All covered areas including marquees must be smoke free**

All information on this form is to the best of my knowledge, correct at the time of signing this declaration. I take responsibility for any incorrect information.

Signed: _____ Date: _____

Post completed form including payment to: **Feast Festival
Community Weekend Expo Registration
PO Box 8183
Station Arcade
Adelaide SA 5000**

OR email to: visualarts@feast.org.au

All completed forms and payment must be received no later than COB Monday 24th October.

Contact:
P: +61 (8) 8463 0684
F: +61 (8) 8231 8793
Street

Postal Address:
PO box 8183 Station Arcade
Adelaide 5000 Australia

Street Address:
Lion Arts Centre Courtyard
Cnr North Terrace and Morphett
Adelaide 5000 Australia



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Terms and Conditions

1. Feast Festival will not be held responsible for any damage or loss to person or property, real or through fault, negligence or otherwise including weather and/or cancellation of the event. It shall be the responsibility of the stallholder to arrange all relevant insurance not including public liability which will be covered by the Feast Festival.
2. Feast Festival reserves the right to be the sole supplier/contractor of alcoholic beverages and non alcoholic beverages. **The sale or provision of alcoholic beverages and soft drinks and water is strictly prohibited.**
3. Feast reserves the right to allocate more than one vendor the sale and distribution of certain retail items.
4. Feast reserves the right to be the sole seller of raffles, collections and merchandise outside of stall sites. If you are running a raffle or collection from your stall you must seek approval from Feast.
5. Feast Festival reserves the right to refuse any application. Fees are **non refundable** after **Friday 28th October 2010.**
6. Feast Festival reserves the right to refuse late applications, however, if an application is accepted, it is dependent on there being sites available and that some specific requests may not be able to be met.
7. Feast Festival reserves the right to refuse requests on the day of the Expo (eg. additional space, signage, etc.)
8. Stallholders accept responsibility for setting up and clearing their stall space and surroundings, including the removal of all waste and recycling.
10. Stallholders agree to abide by the instructions of Feast Management, SA Police and Adelaide City Council Officials, Office of Liquor Licensing & Gaming, and Worksafe SA Inspectors.
12. Stall Holders will receive confirmation of their site by email or phone call.
13. Stallholders please note that due to power restrictions Feast cannot supply electricity or access to electrical outlets.

Signed: _____ Date: _____

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ARRIVAL AT LIGHT SQUARE

1. The Square will open to stall holders from 9am. Stallholders will have a one hour window to unload equipment/merchandise etc. All cars must be removed from the square by 10am.
2. Deliveries to your stall must not occur before the arrival time on the day. **NO EXCEPTIONS.**
3. Entry on to Light Square will be determined closer to the event. Feast will contact all stallholders to discuss how to access Light Square well before the event.
4. On arrival, a Feast Official will direct you to your stall.

DURING THE COMMUNITY EXPO

1. Hours of operation will be between 12pm and 5pm.
2. Stall Holder vehicles will not be permitted back onto the Square during the event.

END OF THE DAY

1. Vehicle access at the end of the day will not be allowed until 5pm and will only occur until 5:45pm.
2. Vehicles are not permitted to queue on the roads around Light Square before this time.

Signed: _____ Date: _____