

2010 ROCKINGHAM MUSSELFEST

Saturday and Sunday – 27 and 28 March 2010

SITE APPLICATION FORM – COMMERCIAL

1

Business name..... ABN.....

Contact Name :..... Position.....

Address :..... Postcode :.....

Telephone:..... Mobile :..... Email :.....

Description of merchandise and sale prices.....

(include all details: sale of non listed items will not be accepted). Add extra page if needed. We will look at the sale prices, to avoid very expensive food stalls at the festival.

Site Requirements

Due to the City of Rockingham's Outdoor Events Policy, all tents & marquees 3m x 3m and larger, must be supplied by the Musselfest's authorised contractor. Subletting or sharing of bays is prohibited unless authorised by the Musselfest Committee.

***All commercial vans/trailers will be limited to maximum 6 metres in length. All vehicles must be able to manoeuvre into their exact position, within the allocated 3 or 6 meter site. Vehicles requiring extra space to manoeuvre into position need to complete the below "Site handicap" box and maybe refused.

Marquee	Cost	Tick
3m x 3m Marquee	\$490.00	
6m x 3m Marquee	\$790.00	
Van Site – 3m x 3m	\$310.00	
Van Site – 6m x 3m	\$510.00	
*Health Dept Permit	\$70.00	
**Traders License	\$88.00	
*Compulsory for Food Stalls **Compulsory for Non Food Stalls		

Power	Cost	Tick
1 x 10 amp	\$40.00	
1 x 15 amp	\$60.00	
3 phase	\$80.00	

Power cords must be appropriately tagged by a qualified electrician

Equipment	Cost	Number	Total
8ft Trestle	\$15.00		
Chair	\$ 3.00		

Total amount

All costs are inclusive of GST

***Site handicap (see above)	YES	N O	Extra maneuver meters required:
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PLEASE NOTE: All stallholders must have current Public Liability Insurance of not less than \$10,000,000. Please attach a copy of your Public Liability Insurance with this form.

50% deposit is required to secure site selection, payable within **14 days from issue of invoice**. Balance required 14 days prior to event.

Cheques: To be made payable to Rockingham Musselfest

Direct Entry: Bendigo Bank, Rockingham: BSB 633-000 - Account 120683933 (add Company Name & Invoice No)

I have read and signed the Exhibitor Guidelines on the back and understand and acknowledge their contents, and further I/we agree to be bound and comply with the Guidelines and any determinations made by the Musselfest Committee.

Print Name..... Signature..... Date.....

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GUIDELINES - COMMERCIAL

Exhibitors are asked to observe the following guidelines for the 2010 Festival.

1. Completing a 2010 Musselfest Site Application form does not guarantee your presence at the event. All applications are discussed at the monthly 2010 Musselfest Committee meetings and applicants will receive a decision within 4 weeks of submitting their form. No payments should be made before receipt of the committee decision and the deposit invoice.
2. The exhibitor will comply in all respects with all requirements of all Government, Local Authority and Statutory Bodies during the Festival.
3. Site allocations will be determined by the Musselfest Committee taking in account appropriate grouping of exhibitors, and power requirements. The allocation of sites by the Musselfest Committee will be final and in its absolute discretion.
4. Exhibitors' signage and promotional material should be of a professional standard and displayed and distributed from within their allotted site. Distributing flyers or any other form of promotional material elsewhere on the park is prohibited.
5. Non listed merchandise (as per application form) will not be accepted at the festival and sale prices must accord with the ones in the application form.
6. Exhibitors must be set up by 10.30am on Saturday and remain at the Park until 5.00pm on Sunday. All vehicles not integral to the exhibit must be removed from the park by no later than 10.00am on Saturday, 27 March 2010.
7. Security will be provided by the organisers overnight, on the Saturday evening, and all marquees will be supplied with front security cover, but it is advisable that any portable items of value be removed by exhibitors to ensure maximum protection of equipment. The organisers cannot accept any responsibility for items lost or damaged.
8. It is the responsibility of each exhibitor to ensure they hold the appropriate insurances to cover themselves, their staff and their goods on the day and under no circumstances will the Mussel Fest Rockingham be held liable for any harm, loss or damage suffered. Mussel Fest Rockingham specifically disclaim any responsibility for any harm, loss or damage that may occur to exhibitors' goods, staff or displays.
9. Refunds relating to the cancellation of any sites will be as follows:

More than 12 weeks prior to the Festival	100% refund
Between 4 & 12 weeks prior to the Festival	50% refund
Less than 4 weeks prior to the festival	No refund

The MusselFest Committee may terminate the exhibitor's participation forthwith where the exhibitor breaches the terms and conditions of this agreement and may require the exhibitor to remove its products and services immediately.

All determinations made by the Mussel Fest Committee will be final and binding

Print Name..... Signature..... Date.....

For further information, please contact the Rockingham Musselfest 2010 event office: 0434 198 146 – info@keos.com.au

2010 Musselfest Rockingham - PO Box 1107, Rockingham WA 6168 – www.musselfest.com.au – ABN 60 281 725 692