

2012 ROCKINGHAM MUSSELFEST

Saturday and Sunday – 25 and 26 February 2012

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SITE APPLICATION FORM - COMMUNITY GROUPS & LOCAL ARTISTS

Name of group or artist..... ABN (if applicable).....

Contact Name :..... Position

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

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

I/we apply for: Display site Exhibition Fundraising Activity Art sale Other

Detailed description of activities & equipment.....

Non listed activities or equipment will not be accepted. For sales: confirm sale prices. Provide full details if you seek to promote a sponsor. Add extra page if needed.

Community sites are very limited and in great demand, so preference may be given to active, creative or inventive site proposals, which add value to the overall event.

Site Requirements

Community groups and local artists can choose between a 3 X 3 or a 6 X 3 meter marquee, supplied by the Mussselfest's authorised contractor (compulsory: no other constructions accepted unless otherwise discussed with the events coordinator). The below prices (our commercial site prices reduced by 50%) include the marquee, two 8ft trestle tables and two chairs..

Marquee	Cost	Tick
3m x 3m Marquee	\$245.00	
6m x 3m Marquee	\$395.00	
*Health Dept Permit	\$20.00	
**Traders License	\$22.00	
*Compulsory for Food Sales **Compulsory for Non Food Sales		

Power	Cost	Tick
1 x 10 amp	\$20.00	
1 x 15 amp	\$30.00	
3 phase	\$40.00	

Power cords must be appropriately tagged by a qualified electrician

Total amount

All costs are inclusive of GST

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 21 days prior to event.

Cheques: To be made payable to Rockingham Mussselfest

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

I have read and signed the Stall holder 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 Mussselfest Committee.

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

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GUIDELINES – COMMUNITY GROUPS & ARTISTS

Stall holders are asked to observe the following guidelines for the 2011 Festival.

1. Completing a Site Application form does not guarantee your presence at the event. All applications 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. During the 2011 Musselfest several stall holders did not comply with electrical standards. In 2012 the non-complying stalls will not be connected to electricity until our electrician has solved the problem. The electrician's fee will have to be paid in cash before connecting to power (e.g. tagging of extension leads at 10 dollar per lead).

3. The stall holder will comply in all respects with all requirements of all Government, Local Authority and Statutory Bodies during the Festival.

4. Site allocations will be determined by the Musselfest Committee taking in account appropriate grouping of stall holders, and power requirements. The allocation of sites by the Musselfest Committee will be final and in its absolute discretion.

5. Stall holders' 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.

6. Non listed activities (as per application form) will not be accepted at the festival and sale prices must accord with the ones in the application form.

7. Stall holders must be set up by 10.30am on Saturday and remain at the Park until 5.00pm on Sunday (with staff in attendance for the whole duration of the event). All vehicles not integral to the exhibit must be removed from the park by no later than 10.00am on Saturday, 25 February 2012.

8. Security will be provided by the organisers overnight, on the Saturday evening, but it is advisable that any portable items of value be removed by stall holders to ensure maximum protection of equipment. The organisers cannot accept any responsibility for items lost or damaged.

9. It is the responsibility of each stall holder to ensure they hold the appropriate insurances to cover themselves, their staff and their goods 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 stall holders' goods, staff or displays.

10. 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 stall holder's participation forthwith where the stall holder breaches the terms and conditions of this agreement and may require the stall holder to remove its products and activities 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 2012 event office: 0434 198 146 – info@keos.com.au

2012 Musselfest Rockingham - PO Box 1107, Rockingham WA 6168 – www.musselfest.com.au – ABN 60 281 725 692