

# 2012 ROCKINGHAM MUSSELFEST

Saturday and Sunday – 25 and 26 February 2012

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## SITE APPLICATION FORM – FREE COMMUNITY SITES

Musselfest 2012 has 10 free sites available for community groups, providing the event with a minimum of 5 volunteers for the whole duration of the festival (Saturday 9am till 8pm and Sunday 10am till 6pm). Volunteer tasks include monitoring free kid's rides, registering kids at the event office, park cleaning, parking supervision, on stage assistance etc.

Name of community group.....

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

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

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

I/we apply for:  Display site  Exhibition  Fundraising  Activity  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.*

*The free 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 details

The free community sites are 3 X 3m, with a 3 X 3m marquee, supplied by the Musselfest's authorised contractor (compulsory: no other constructions accepted unless otherwise discussed with the events coordinator). The marquee is equipped with two 8ft trestle tables and two chairs.

**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.*

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 Musselfest Committee.

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

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## GUIDELINES – FREE COMMUNITY SITES

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

1. Completing a 2012 Musselfest Site Application form does not guarantee your presence at the event. All applications are discussed at the monthly 2012 Musselfest Committee meetings and applicants will receive a decision within 4 weeks of submitting their form.
2. Applying for a free community site is a commitment to supply at least 5 volunteers for the overall organisation of the Musselfest. These volunteers will be involved in various event tasks and cannot take part in the monitoring of your free Musselfest stall. Please don't apply for a free site if you're not sure you will have enough volunteers available for both your site and the overall event (your Musselfest stall must have staff in attendance for the whole duration of the festival).
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. All vehicles not integral to the exhibit must be removed from the park by no later than 10.00am on Saturday.
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 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 stall holders' goods, staff or displays.

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](mailto:info@keos.com.au)

2012 Musselfest Rockingham - PO Box 1107, Rockingham WA 6168 – [www.musselfest.com.au](http://www.musselfest.com.au) – ABN 60 281 725 692