



Sutho Cops & Rodders



Road Safety & Car Show

Sunday 14 October 2012 9am to 3pm

Boys' Town Playing Fields, Woronora Rd, Engadine

REGISTRATION FOR STALL SITE HIRE

Details of applicant:-

Contact Person:		
Company/Organisation:		
Stallholder Name:		
Address:		
Suburb:	Postcode:	
Email:		
Phone:	Mobile:	FAX:

STALL DONATIONS & SIZES

Please indicate size & type of stall required

<u>COMMERCIAL STALL</u>			<u>NON-PROFIT / COMMUNITY / SPORTING GROUP</u>		
	Size	Price		Size	Price
<input type="checkbox"/>	3 x 3 meters	\$30	<input type="checkbox"/>	3 x 3 meters	\$15
<input type="checkbox"/>	6 x 3 meters	\$50	<input type="checkbox"/>	6 x 3 meters	\$35
<input type="checkbox"/>	9 x 3 meters	\$70	<input type="checkbox"/>	Food Stall	\$40
<input type="checkbox"/>	3 x 3 meters Food Stall	\$75	<input type="checkbox"/>m xm	\$.....
<input type="checkbox"/>m xm	\$.....			

WILL YOU REQUIRE POWER? YES NO (please circle)

NB: NO EXTRA SPACE OTHER THAN WHAT IS STATED WILL BE ALLOCATED

All stalls are space only. No power accessories, tables, chairs, marquees etc. are supplied

Limited powered stall sites are available, booking accepted on first in first served basis. Completed forms and money **MUST** be received by no later than **Friday 14th September 2012**. Organisers have the right to decline your application if it is deemed there are too many stalls of a similar nature and your donation will be returned, unless otherwise stated.

Details of Stall:

Please indicate the type of products/items you will be selling or displaying on the day. If you wish to add products at a later date, you **MUST** notify the Stalls Organiser BEFORE the day. If you are found to be selling goods not listed, you and your stall may be asked to leave.

NOTE Failure to disclose this information may invalidate your application

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FOOD OPERATORS

The current Food Safety Standards require food businesses involved in temporary events to notify the NSW Food Authority of their business details, nature of food business and location of temporary premises. You must provide your NSW Food Authority Temporary Food Event Notification Reference Number below. Community and non-profit groups may be exempt from this requirement. If you have not notified the NSW Food Authority you can do so on-line at www.foodnotify.nsw.gov.au or contact the help desk at the NSW Food Authority on 1300 650 124.

NSW Food Authority Temporary Event Notification Reference #:.....

Privacy Statement

You may make an application for access or amendment of information held by Sutho Cops & Rodders Road Safety & Car Show at any time. Sutho Cops & Rodders Road Safety & Car Show will suppress your personal information from a public register in accordance with privacy legislation and will not provide any of the details provided to any third party.

If stallholders do not comply or conform to the regulations stated, permission for stallholders to operate will be withdrawn.

Please note that this is an APPLICATION ONLY and some applications may not be successful. All deposits will be refunded if your application is not approved, however, you can choose to donate the money to our nominated charity. Upon successful registration, you will be forwarded a receipt. Your site details and relevant information will be provided as soon as allocation of space has been conducted. Should any of your details change before the event, please notify the Stalls Organiser ASAP.

Methods of Payment

Payment is by Direct Deposit to Police Credit Union BSB **815000** A/C# **267660** and reference the **Company/Organisation** or cheque payable to – **Sutherland Police**

ALL applications must be received by no later than **Friday 14th September 2012** to:-
Sutho Cops & Rodders Road Safety & Car Show, Att: Dave Hayes, 113-121 Flora St, Sutherland NSW 2232
Or FAX (02) 9542 0854 Attn: Dave Hayes

Please ensure that you include pages 1 and 2 of this application along with your donation payment and a copy of your certificate of currency for public liability insurance. No incomplete applications will be accepted.

*****STRICTLY NO REFUNDS GIVEN*****

CHECKLIST: Have you....

- Completed ALL of your details on pages 1 & 2 (only first 2 pages need to be returned)
- Attached your Certificate of Currency for minimum \$10M Public Liability Insurance.
- Clearly indicate the size of the stall you require.
- Listed everything you intend selling on the day.
- Include the required donation. Payment is due upon application..
- Food Operators **MUST** include your NSW Health Temporary Food Event Notification Number on page 2 of this form.
- Read the Terms & Conditions set out for hire of a stall site.
- Keep a copy of completed form for your own records.

For any further information please contact Dave Hayes or Scott Robinson:-

Phone : (02) 9542 0702 or (02) 9542 0899

Email: Dave - haye1dav@police.nsw.gov.au or Scott - robi1sco@police.nsw.gov.au

Please make sure that you have read all the attached information before you sign and return this application.

I have read and agree to all the terms and conditions (below) set out for all Stall Holders:

Signed: Date:

Name:

TERMS AND CONDITIONS FOR STALL HOLDERS

1. Arrival

- 1.1 Entry to the site is via the Banksia Avenue gate.
- 1.2 The gates to the venue open at 7:00am.
- 1.3 By 8:45am, all stalls must be established and all vehicles MUST leave the site.
- 1.4 Should a vehicle be required to remain on site, an application must be made to the Stalls Organiser, prior to the event.
- 1.5 No late arrivals will be admitted entry to the site & stall fees will **NOT** be refunded on the basis that late arrival precludes admission to the site.
- 1.6 Stallholders may NOT arrive without PRIOR approval from event organisers.
- 1.7 Payment is due at the time of application. NO payments will be accepted on the day of the event.

2. Departure

- 2.1 Stallholders are to operate their stalls between 9:00am and 3:00pm.
- 2.2 No vehicle may re-enter the site prior to 3pm, except with the prior approval of the Sutho Cops & Rodders Organisers.

3. Standard of Conduct

- 3.1 All proprietors and staff should conduct themselves in a courteous and respectful manner at all times. Rude, abusive or other disruptive or offensive conduct is not acceptable.
- 3.2 Stall proprietors and staff are not to enter into any debate or argument with any visitor or other stallholder. If any stallholder creates or finds themselves in a situation that is liable to cause embarrassment, dispute of any kind or problem to others, they must contact the Stalls Organiser immediately.
- 3.3 The Sutho Cops & Rodders Road Safety & Car Show Organisers may, at their absolute discretion, remove from the event any stallholder, whom in their opinion is behaving in a manner that falls below the accepted standard of decent and appropriate behaviour.
- 3.4 All stallholders are to comply with instructions given by the Stalls Organiser.

4. Weather

- 4.1 The Sutho Cops & Rodders Road Safety & Car Show may subject to inclement weather.
- 4.2 It is Stallholders responsibility to bring adequate cover in case of rain.

5. Insurance and Liability

- 5.1 It is a condition of entry that stall holders have a current Public Liability Insurance Policy for a minimum \$10m. A copy of the **Public Liability Insurance** certificate of Currency is to be attached to the "Registration for Stall Site Hire" form. Applications will not be considered if the policy document is not attached.
- 5.2 For those stallholders selling food and drinks, the policy must be extended to include goods sold under the Products Liability section of the required Public Liability policy.
- 5.3 The Stallholder agrees not to make any claim against the Sutho Cops & Rodders Road Safety Car Show organisers for any loss or damage, or loss of profits, howsoever caused.

6. Stall Operation

- 6.1 The organiser cannot guarantee specific sites. Site allocation will be on a "first come, first served" basis at the discretion of the event organisers.
- 6.2 Limited electric power is available. Stallholders are encouraged to supply their own power with a silenced generator.
- 6.3 All electrical equipment and electrical leads must have been inspected and tagged by a licensed electrical contractor, with an expiry date clearly labelled. Leads that have surpassed the expiry date will not be allowed to be used.
- 6.4 The stall holder warrants that all of their equipment complies with Australian Safety Standards in accordance with Work Health and Safety and other applicable legislation.
- 6.5 Stall holders found (upon spot checks by the organisers) to have defective electrical equipment and/or leads will not be permitted to operate and no refund will be given.
- 6.6 Site rubbish bins are for visitor use. Stallholders must remove all material and rubbish from their site before departure, leaving a clean site.

- 6.7 All loose items must be secured in a safe manner. This includes tents, gazebos, helium bottles and tables, which must be secured with weights so that objects cannot be blown away by the wind and/or attending helicopters.
- 6.8 The stallholder acknowledges that the Sutho Cops & Rodders Road safety and car Show is an Alcohol Free Zone and that the consumption of illicit drugs or alcohol during the event is strictly forbidden.

7. Stall Content

- 7.1 Food items proposed to be sold must be disclosed in the application form. Persons selling food items other than those disclosed may be refused permission to operate.
- 7.2 No stallholder may operate a petition, lobby, or form of demonstration etc from their Stall.
- 7.3 The following items are banned from stalls and prohibited from sale:
- a) Products that do or may infringe copyright laws;
 - b) Weapons of any kind, including, but not limited to: replica guns (including plastic guns, pellet guns, water pistols, cap guns), ornamental copies (e.g. Ninja swords), knives and swords (including pen knives) and martial art supplies;
 - c) Products displaying explicit and hardcore images or coarse language;
 - d) Fake cigarettes;
 - e) Fuel type fire lighters (e.g. Zippo);
 - f) Horns and trumpets;
 - g) Pressure pack fart gas & stink bombs;
 - h) Drug related goods (including cocaine kits, water pipes, bongs, hemp etc);
 - i) Water bombs;
 - j) Silly string;
 - k) Fireworks and crackers;
 - l) Laser pointers; and
 - m) Any object or item capable of shooting a projectile.
- 7.4 The list of banned items extends to items sold in show bags.
- 7.5 The Sutho Cops & Rodders Road Safety & Car Show may, at its discretion, order the removal of an item from sale, which is considered to be, or be comparable to a banned item.
- 7.6 Stallholders selling any item listed in Clause 7.3 or deemed to be prohibited at the Event Organisers discretion exercisable under Clause 7.5 may be excluded from the event. The stallholder selling the item may be subject to criminal investigation and/or prosecution.

8. Food Stall Operator Conditions

- 8.1 The current Food Safety Standards require food businesses involved in temporary events to notify NSW Health of their business details, nature of food business and location of temporary premises.
- 8.2 Food stall operators must provide their NSW Health Temporary Food Event Notification Reference Number on the front page of this application. **Community and Non-Profit groups may be exempt from this requirement.** Please go to www.foodnotify.nsw.gov.au for exemption criteria.
- 8.3 All food stallholders agree to comply with the NSW Food Authority Food handling Guidelines for temporary Events (Issued 30/6/2006), the "Sutherland Shire Council Temporary Food Premises Code" and with any other applicable laws.

9. Use of Applicants Details

- 9.1 The personal details and information provided by applicants on this form may be used to make enquiries into the background of the stallholder, company or organisation to ensure they are suitable to take part in the event.

Please ensure you keep a copy of the application for your own records.
Please retain these Terms & Conditions for your own records.

For any further information please contact Dave Hayes or Scott Robinson:-

Phone : (02) 9542 0702 or (02) 9542 0899

Email: Dave - haye1dav@police.nsw.gov.au or Scott - robi1sco@police.nsw.gov.au