

# AQUIS

CHAMPIONS TOUR

## STALLHOLDER APPLICATION FORM

APPLICANT NAME:

ABN/ACN:

BUSINESS NAME:

EMAIL:

CONTACT NUMBER:

POSTAL ADDRESS:

WEBSITE/FACEBOOK:

### STALL DESCRIPTION

(Please include type of items you sell and average price range)

# AQUIS

## CHAMPIONS TOUR

### STALL HOLDER DETAILS

SITE REQUIREMENTS  
(EG: 3M X 3M)

ARE YOU IN FOOD OR RETAIL TRADE ?	FOOD	RETAIL
DO YOU REQUIRE A MARQUEE?	YES	NO
DO YOU REQUIRE ELECTRICITY? (a fee of \$5 per day applies )	YES	NO
DO YOU HAVE YOUR OWN GENERATOR?	YES	NO
IS YOUR GENERATOR SILENT?	YES	NO

Please note, your generator must be quite due to the nature of this event.

### AVAILABLE MANDATORY DATES

Friday 21 <sup>st</sup> April 2017	Saturday 22 <sup>nd</sup> April 2017	Sunday 23 <sup>rd</sup> April 2017
Wednesday 26 <sup>th</sup> April 2017	Thursday 27 <sup>th</sup> April 2017	Friday 28 <sup>th</sup> April 2017
Saturday 29 <sup>th</sup> April	Sunday 30 <sup>th</sup> April 2017	

### OPTIONAL DATES

\*Please note, no showjumping events are scheduled for the 24<sup>th</sup> and 25<sup>th</sup> April; however, competitors will be on site so therein may be some opportunity. Grand finale scheduled for 30<sup>th</sup> April 2017.

Monday 24 <sup>th</sup> April 2017	Tuesday 25 <sup>th</sup> April 2017 ( Anzac Day)
------------------------------------	--

### THE PROCESS:

1. All applications will be due by no later than 31st March 2017. Please email to applications to [events@quisfarm.com](mailto:events@quisfarm.com).
2. You will receive an email letting you know whether you are successful or not by no later than 3rd April 2017 with details of payment procedures.
3. Your security deposit must be paid by 10th April 2017 after you have received your acceptance letter.

# AQUIS

## CHAMPIONS TOUR

**CLOSING DATE:**

The closing date for applications is the 31st March 2017 and all supporting materials must be received by this date. We will review and approve applicants on a first come first served basis. Therefore, vacant positions may be filled prior to the closing date.

**PAYMENT:**

A \$500 security deposit must be received by 10th April after you receive your acceptance letter outlining details of payment procedures.

Thank you

Event Management

# AQUIS

## CHAMPIONS TOUR

### **Important Information**

This form is a registration of interest only. Completion of this form does not guarantee automatic acceptance.

Stalls will be located in a pop up food truck village and sites will be allocated on a first come first served basis.

### **THE PROCESS:**

1. All applications will be due by no later than 31st March 2017. Please email applications to [events@aquisfarm.com](mailto:events@aquisfarm.com).
2. You will receive an email letting you know whether you are successful or not by no later than 3<sup>rd</sup> April 2017 ("Acceptance Email").
3. Your security deposit must be paid by 10<sup>th</sup> April 2017 after you have received your acceptance letter.

### **CLOSING DATE:**

The closing date for applications is the *31<sup>st</sup> March 2017* and all supporting materials must be received by this date. We will review and approve applicants on a first come first served basis. Therefore, vacant positions may be filled prior to the closing date.

### **PAYMENT:**

A \$500 security deposit must be received by 10<sup>th</sup> April, once you have received an acceptance email.

# AQUIS

## CHAMPIONS TOUR

### Stall holder Trading Dates

DATE	TIME	ACTIVITY
Thursday 20th April	10.00am – 7.00pm	Bump In/Set-up (delivery vehicle access)
Friday 21st April	6.00am – 7.00am	Bump In /Set-up (delivery vehicle access)
Friday 21st April	7.30am – 5.30pm+	Daily show hours
Saturday 22nd April	6.00am – 7.00am	Restock (delivery vehicle access)
Saturday 22nd April	7.30am – 5.30pm+	Daily show hours
Sunday 23rd April	6.00am – 7.00am	Restock (delivery vehicle access)
Sunday 23rd April	7.30am – 5.30pm+	Daily show hours
Monday 24th April	No events scheduled. Optional trading days	
Tuesday 25th April		
Wednesday 26th April	8.00am – 9.00am	Restock (delivery vehicle access)
Wednesday 26th April	10.00am–5.30pm+	Daily show hours
Thursday 27th April	6.00am – 7.00am	Restock (delivery vehicle access)
Thursday 27th April	7.30am – 5.30pm+	Daily show hours
Friday 28th April	6.00am – 7.00am	Restock (delivery vehicle access)
Friday 28th April	7.30am – 5.30pm+	Daily show hours
Saturday 29th April	6.00am – 7.00am	Restock (delivery vehicle access)
Saturday 29th April	7.30am – 5.30pm+	Daily show hours
Sunday 30th April	6.00am – 7.00am	Restock (delivery vehicle access)
Sunday 30th April	7.30am – 5:30pm+	Daily show hours
Monday 1st May	6.00am – 5.00pm	Bump Out / Pack-down

# AQUIS

## CHAMPIONS TOUR

### **TERMS AND CONDITIONS**

These terms and conditions are current as of January 2017. By accepting a placement at our event you are agreeing to our terms and conditions. Please take the time to read this carefully as rules and regulations are guided by this content.

#### **BUMP IN/BUMP OUT:**

Setting up and packing up procedures are specific to each stallholder, depending on your availability and product type. As such, details will be provided to individual stallholders.

#### **ATTENDANCE & WEATHER CONDITIONS:**

This is an all-weather event and we operate irrespective of weather conditions unless deemed dangerous. Inclement weather is no excuse for non-attendance.

As a food stallholder you have an obligation to attend the event. This is not only paramount to the success of the event but also supports fellow stallholders who trade and rely on events like this as a source of income.

It is a stallholder's responsibility to ensure that their product is protected and that they have all the necessary equipment on hand to do so. Management requires that all stallholders plan against adverse weather conditions such as rain, wind, cold and heat and ensures that appropriate safety and wet weather procedures are in place.

Management is not liable for loss or damage to stock and/or equipment however caused.

#### **FEES:**

The security deposit is payable by each stallholder BY THE 10<sup>TH</sup> April 2017 after receiving the acceptance email with details of payment procedures. \$5 per day fee required if electricity is supplied to the stallholder by Aquis.

Failure to pay by this time will result in the stall being cancelled and allocated to someone else. In order for the security deposit to be refunded, a stallholder must attend each event date as agreed for the times agreed. Credits and/or refunds will not be issued for bad weather on event days. Should a stallholder choose not to attend an agreed event date for whatever reason, the security deposit will not be refunded. It is not the responsibility of Management if for any reason a stallholder is unable to or does not wish to attend on an agreed day. Should the event be cancelled by Management, all security deposits will be refunded.

#### **EARLY DEPARTURES:**

In the best interest of the event and as a courtesy to fellow traders, early departures will not be permitted. In the event of a 'sell out', stallholders are to display a sign indicating that their goods are 'sold out' and trucks are to remain standing. Consideration will be given to special circumstances and only by prior arrangement. No vehicle access during event operating hours.

# AQUIS

## CHAMPIONS TOUR

### **VEHICLE SAFETY PROCEDURE:**

Stallholders must unhitch food trailers then take the car out of the event precinct and park in the designated areas before setting up their stalls. Vehicles must drive slow at all times. Lights on if dark. If you have a food truck, please liaise with Management to negotiate vehicle access times once your application has been approved.

### **STALLHOLDER VEHICLE PARKING:**

Stallholders and their staff must park vehicles where directed. Follow event staff directives re vehicle parking and/or restrictions. Do not park in areas designated for customer parking. It is very important that our customers have the ability to park in the closest areas so that they have the best opportunity to get to the event. This includes all stallholder staff.

### **END OF TRADE PACK UP/VEHICLE PROCEDURES:**

All stock, goods and/or items must be packed up first. Site to be cleaned and all rubbish removed. Vehicles to enter event grounds only once this has been done.

### **RUBBISH REMOVAL:**

Stallholders are responsible for the removal of all rubbish and must leave their site clean and clear of all debris. Bins will be stationed close to the food village.

### **SALE OF MANUFACTURED FOODS, HOT FOODS, CONSUMABLE GOODS & FOOD PERMITS:**

It is the stallholders obligation to ensure that all Council and Government guidelines and health regulations are met, that all appropriate licenses are obtained, that the setup of the stall meets all Council, health and safety requirements and that these obligations are met at all times and are adhered to.

Some handy links for you below:

*Specific licensing application information:*

[http://www.goldcoast.qld.gov.au/documents/fa/fm136\\_he\\_temp\\_food\\_stalls.pdf](http://www.goldcoast.qld.gov.au/documents/fa/fm136_he_temp_food_stalls.pdf)

*Operator education:*

<http://www.lgtoolbox.qld.gov.au/GoldCoastCC/EH/FoodBusinessTemporary/Pages/ToolsandResources.aspx>

### **TASTE TESTING/SAMPLING OF GOODS:**

Stalls which hand out samples of food/taste testing must ensure that they comply with Council and health regulations. We allow sampling outside the stall, with restrictions on the VIP & Corporate Marquees on the final Sunday applied.

The liability to comply with all laws falls on the stallholder. Management assumes no liability if stallholders do not comply with their legal obligations.

# AQUIS

## CHAMPIONS TOUR

### **PRODUCT LABELLING:**

Packaged goods and the sale of whole products must be labelled as per legislative guidelines and requirements.

### **EQUIPMENT:**

Stallholder to supply own equipment and to ensure that they have everything required to operate - table/s, chairs, cooking equipment, electricity, water. If a generator is being used, it is imperative that it is a silent generator. Management reserves the right to remove stallholders who do not adhere to this requirement. This will result in the deposit being forfeited.

### **SITE PRESENTATION & SIGNAGE:**

Please ensure that your site is well presented, tidy and safe at all times. Tablecloths are to be used where appropriate and signage promoting your stall and/or products is highly recommended. Signs erected must not impede pedestrian flows, must not display any offensive material and must be clean and presentable. You should theme your stall creatively and professionally to attract customers.

### **STALL & PERSONAL SECURITY:**

Security of a stallholders stock, produce, equipment, cash and personal effects is the responsibility of the stallholder.

### **STALLHOLDERS CONDUCT:**

Stallholders are expected to act in a professional manner at all times. Management will not tolerate any offensive comments, unwarranted gossip or bad behaviour.

### **ELECTRICAL EQUIPMENT:**

Stallholders are to ensure that all power leads and/or electrical appliances used are safe and that they comply with Occupational Health & Safety (OHS) requirements and are tagged and tested in accordance with statutory guidelines. Credits/refunds will not be given for any electrical supply issues.

### **PERSONAL DATA:**

It is the stallholders responsibility to ensure that Management has current details on file and that contact numbers are current: mobile, email etc.

### **SMOKING:**

Due to government health regulations smoking is not permitted in stalls or within the stall area. If you are a smoker, please do so in the designated areas - see Management.

### **DOGS:**

Due to government/Council health regulations dogs are not permitted in stalls or within the food truck area.

### **SITES:**

Stallholders do not own their sites, obtain no rights to their sites, cannot transfer or sell their sites or otherwise deal with their sites. Management reserves the right to cancel, alter or re-allocate sites to other stallholders.



# AQUIS

## CHAMPIONS TOUR

**EXCLUSIVITY:**

The venue has been guaranteed exclusivity to the sale of coffee for the duration of the event. Coffee may not be sold by any other stallholder. No other stallholder is guaranteed exclusivity for their product; however, we will be mindful and intend to maximise the variety of food and beverages on offer during the selection process.

**PROMOTIONAL MATERIAL/ADVERTISING:**

Management reserves the right to use stallholder images and/or photos which may contain images of the stallholder and/or their produce for promotional purposes.

**LOST AND FOUND PROCEDURES:**

All 'found' items are to be handed in to Management. Stallholders are to place members of the public who have 'lost items' in touch with Management.

**GENERAL RULES AND CONDITIONS:**

Management reserves the right to refuse entry to any person and/or trader or to refuse the sale of any item and/or product. Management shall not be liable for the loss or damage to any vehicle, anything therein, or to any person from whatever cause arising and whether due to the negligence of the Event operator

In fairness of diplomacy each stallholder is allocated a warning to rectify breaches, herein after the event operator reserves the right to remove the stallholder from the without further negotiation.

**Thank you,**  
EVENT MANAGEMENT