

Narooma Rotary Inc. Renewables Expo

Saturday and Sunday 26 & 27 of November 2016

Narooma NSW

APPLICATION FORM

This application form is for all Exhibitors located in the Narooma Sports and Recreation Centre.

Please email this form to: expo@ naroomarotary.org.au
You can also call Frank on 0434197110

Business/Organisation Name ABN (if applicable)	
Contact person	
Phone Mobile (on the day of the event)	
Email	
Please provide some information about your organisation that will be published in the event program, website and potentially other media	Organisation name: Contact details:(Phone, Email, Address, Website): A description of your organisation (no more than 30 words)
Details of activity (and items to be sold)	
Do you need Power?	Yes / No (please circle) 10amp or 15amp?
Public Liability Insurance (Must provide attached copy)	

Display Space:

Display space is available as follows:

3x3m = \$100

3x6m = \$180

6x6m = \$300

Saturday Dinner @ \$30ea

Please indicate total meals required

Please advise of any diet restrictions

Space booking and meals must be paid on booking (none refundable) and before 10 November

Payment details:

Rotary Club of Narooma Inc. Charity Account
BSB 082744 Acc. 82-361-4257

- Must use your business or name as ref' for payment

Proposed access to hall
(ie are you able to park, and walk in, or do you need to drive in to the park?)
Car access will be only before and after the event not during. Parking on site is strongly discouraged

Any other requirements?

Comments – any other information?

I agree to be bound by Narooma Rotary Conditions

Signature

Date:

A EH&S induction will be conducted on the morning before opening and will include security / evacuation and fire safety

You must attend or send your representative

TERMS, CONDITIONS AND RESPONSIBILITIES FOR PARTICIPANTS

I, as a participant of the event, will take all due care and responsibility whilst participating in this event and will take responsibility for:

- The cost of repairing any damage to the grounds, fixtures or fittings, as a result of my participation in this event. The display area is located on a finished timber sporting surface.
 - NO fixtures of any kind can be driven into or affixed to the floor
 - Tables, chairs and display items without soft leg pads or similar floor protection should be positioned on carpet pads or similar protection. Narooma Rotary will have some carpet pieces available on site for unplanned use.
- Leaving the venue in a clean and tidy condition and all rubbish placed in the receptacles provided.
- Providing a copy of the appropriate risk and insurance documents to the event coordinator where applicable (please tick as appropriate):

Public Liability Insurance certificate

Work cover insurance,

Risk Assessment,

Safe Work Method Statements,

Maintenance Log Books

Or any other documents as deemed necessary by the event co-ordinators.

- Ensuring all equipment used meets Australian Standards and is my responsibility.
- Ensuring all leads to electrical appliances or equipment used during the event have been tagged and tested (by a licensed electrician within the past 12 months).
- Compliance with all notices, order, by-laws, regulations and requirements of the event and the event site, or any other governmental or public authority imposing any liability on the participant at this event and in respect of the use of the facilities or services at this event.
- Motor vehicles are not permitted on grassed areas unless prior arrangement made with the event co-ordinator.
- Not using the event site for any other activity other than as stated in this activity notification.
- Supporting the implementation of The Sustainable Event Policy by adhering to the following:
 - To not give away or sell any items packaged in non-recyclable or non-compostable materials
 - To minimise/eliminate the use of plastic bags..

- **No oil, non approved glass, metal or plastic may be placed in a recycling bin. Oil is to be taken off site by the vendor.**
- Limit hand out of copious quantities of advertising materials and gimmicks, and instead utilise subscription lists, websites and other means to promote products and services.
- To use wherever possible goods made from sustainable materials e.g. recycled serviettes, recycled paper, compostable plates, vegetable based inks etc.

Signature of

participant: Date:

Note:

TERMS and CONDITIONS FOR EXHIBITORS

Exhibitors must obtain all licences and registrations required for the sale of their goods and display them as required and produce them for inspection by any authority.

Exhibitors are required to ensure that their business practices and goods and services comply with all relevant product, safety, business and trade legislation.

Exhibitors need to supply a copy of their certificate of currency for public liability and product liability for an amount of \$10,000,000, before their registration is accepted to set up their stall in the markets.

Only goods described and approved on the registration form may be sold from the stall. Any misstatement or deliberate concealment of information regarding products for sale can lead to the items being withdrawn from sale and the stallholder stopped from trading

Narooma Rotary Inc. reserves the right to instruct a stallholder to refrain from selling a product which may be deemed to cause a hazard, be offensive or adversely affect the aims or good reputation of this event.

By signing the registration form, Exhibitors agree to indemnify NAROOMA ROTARY INC. in relation to any claims for damages arising from the provision of a site or the sale of any product at that site whether by the stallholder or any person representing them or their product.

NAROOMA ROTARY INC. accepts no liability for any damages or costs whatsoever arising either directly or indirectly from products sold by Exhibitors.

The procedures for Fire and Emergency evacuations will be displayed in the stalls site and Exhibitors are required to familiarise themselves with the procedures and to follow the directions of the site wardens should an Emergency Evacuation be required.

Exhibitors must unload their stall and goods as quickly as possible and remove their vehicle to the parking areas as soon as they have finished unloading.

For safety reasons, all vehicles must vacate the park by 8.30 am and vehicles are not permitted in the event areas; nor can there be vehicle movements in the markets trading areas during trading times. Exhibitors will not be allowed to set up a stall after 9.00am without the express approval of the site manager.

Exhibitors must not pack up their stalls before 4pm, and Exhibitors must be packed up and have vacated the site by 5.30pm.

Exhibitors need to be familiar with the waste management arrangements at the event and to follow these at all times, and to inform customers using their stall about waste management arrangements

Exhibitors are expected to represent themselves and the event in a professional, safe and courteous manner and to not engage in behaviour that brings the reputation of the event into disrepute.

Complaints or concerns with any aspect of the operation of the event should in the first instance be brought to the attention of the event coordinator. More serious complaints and grievances about the operation of the event must be submitted in writing stating the nature of the complaint and these will be considered and responded to by the event organisers.

**Thank you for participating
Frank Eden – Event Manager
Narooma Rotary Inc**