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| Please read all information and terms and conditions carefully.  If you have any questions or require further information phone the Major Events Team on  03 9742 0777.  Submission of an Exhibitor Application Form does not guarantee a site at the State Rose & Garden Show. Successful applicants will be notified in writing.  **Applications close strictly at 5:00pm on Sunday, 13 August 2017.** |

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State Rose & Garden Show

**Date:** Saturday, 11 November 2017 and Sunday, 12 November 2017

**Time:** 10:00am to 4:00pm

**Venue:** Victoria State Rose Garden, K Road, Werribee

**Target Audience:** Garden lovers of all ages

**Expected attendance:** 5,000 – 6,000 per day

The picturesque location of Werribee Park will be in full bloom and the garden itself will act as a focal point for the event. This is a free event where visitors can learn about roses and gardening from industry experts, purchase plants and associated gardening products and see the best of the State’s roses from the various societies in attendance.

# Exhibitor Application Form

## Your Contact Details

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| --- | --- | --- | --- | --- | --- |
| Company Name: |  | ABN: |  | | |
| Contact Name: |  | Position: |  | | |
| Phone/Mobile: |  | Email: |  | | |
| Address: |  | | | Postcode: |  |
| Website or Facebook: |  | | | | |
| Event Day Contact: |  | Mobile: |  | | |
| Name to appear on event signage: |  | | | | |

Have you previously exhibited at the State Rose & Garden Show? Yes  No

## Please provide a description of your organisation and attach any supporting documentation, ie flyers, advertisements etc.

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## Activity description or description of product type to be sold

Please provide a description of the content or activities being run by your site and attach supporting documents or photos where possible

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## Exhibitor Options

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|  | **General Exhibitor – Marquee ($450+GST)**   * 1 x 3x3m marquee, weighted * 1 x 1.8m trestle table * 2 x chairs * Personalised event signage * Rubbish removal | **General Exhibitor – Picket Fence ($450+GST)**   * 3x4m wide picket fenced area * 1 x umbrella * 2 x 1.8m trestle tables * 2 x chairs * Personalised event signage * Rubbish removal |  | |
|  | **Premium Exhibitor – Marquee ($550+GST)**   * 1 x 3x6m marquee, weighted * 2 x 1.8m trestle tables * 2 x chairs * Personalised event signage * Rubbish removal | **Premium Exhibitor – Marquee and Picket Fence ($550+GST)**   * 1 x 3x3m marquee, weighted * 1 x 4m picket fenced area * 2 x 1.8m trestle tables * 2 x chairs * Personalised event signage * Rubbish removal |  | |
|  | **Major Retailer Exhibitor ($850+GST)**   * 1 x 3x6m marquee, weighted * 1 x 4x6m picket fenced area * 4 x 1.8m trestle tables * 2 x chairs * Personalised event signage   Rubbish removal | **Not for Profit Exhibitor\* – Marquee** **($200+GST)**   * 1 x 3x3m marquee, weighted * 1 x 1.8m trestle table * 2 x chairs * Personalised event signage * Rubbish removal   **\* *must supply proof of not for profit status*** | |  |

**PLEASE NOTE: Fees must be paid in full, no less than 30 days before the event day.**

Equipment - Please provide a list of the equipment and electrical appliances you will have at your site.

*NOTE: All electrical equipment must be tested and tagged.*

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**Water**

Does your site require access to water? Yes  No

Power

Does your site require standard power (1 x 10amp) ($25 per day) Yes  No

Is additional power required? (An additional charge will apply) Yes  No

If YES, how much additional power is required, please specify what the power is for (e.g. laptop):

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*NOTE: Power will NOT run overnight.*

Product and Public Liability Insurance

All exhibitors must hold and maintain product and public liability insurance in a minimum sum of $20 million per single event. A certificate of currency must be attached for your application to be considered.

I have attached a certificate of currency Yes  No

Program Advertising

Exhibitors have the opportunity to promote their business in the Official State Rose & Garden Show Event Program which will be given to all event patrons.

I would like to promote my business in the Event Program Yes  No

If YES, please specify advertisement size and attach your artwork in the correct format and sizing:

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| --- | --- |
| **Half Page ($250+GST)**  138mm (w) x 98.5mm (h), Full Colour, PDF  4 spots available |  |
| **Full Page ($500+GST)**  138mm (w) x 200mm (h), Full Colour, PDF  4 spots available |  |

Bump In Event Day Options

Select your preferred time to bump in at the event.

**Friday, 10 November 2017** 12:00PM 2:00 PM

**Saturday, 11 November 2017** 7:00 AM  7:30 AM  8:00 AM

*NOTE: Overnight security will be provided for Friday, 10 November and Saturday, 11 November 2017.*

Declaration

*All information provided is correct and by submitting an application I agree to the terms and conditions of participating in the State Rose & Garden Show.*

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| Signed: |  | Name: |  | Date: |  |

**ALL APPLICATIONS MUST BE SUBMITTED BY SUNDAY, 13 August 2017**

**Email:** [**events@wyndham.vic.gov.au**](mailto:events@wyndham.vic.gov.au)

**Post: Major Events Team**

**Wyndham City Council**

**PO Box 197**

**Werribee, VIC 3030**

**Privacy Statement**

Your personal information is collected by Council for the purposes of your participation as an exhibitor at the State Rose & Garden Show and will be disclosed to Council staff involved in the administration of the application process and organisation of the event. Your personal information will otherwise be handled in accordance with the *Privacy and Data Protection Act 2014* and Council’s privacy policy available at <http://www.wyndham.vic.gov.au/aboutwyndham/wyndhamcity/customerservice/information/privacy_policy>.

# Terms and Conditions

By submitting a State Rose & Garden Show Exhibitor Application Form, exhibitors agree to comply with the terms and conditions below.

1. **Hours of operation**
2. The exhibitor must be present at their allocated site and ensure that their site is set up by 9:30am and is operational from 10:00am until 4:00pm on each day of the event.
3. The exhibitor must ‘bump in’ and ‘bump out’ in accordance with the times (and any subsequent alterations) notified by Council no less than one week prior to the event.
4. The exhibitor acknowledges and agrees that vehicles are only permitted on the event site before 8:30am on Saturday, 11 November 2017 and after 5:00pm on Sunday, 12 November 2017.
5. **Sites**
6. The exhibitor must provide all equipment and products beyond that specified in the site package required to operate their site. Any additional power required by the exhibitor will be provided at the exhibitor’s cost.
7. The exhibitor must not use pegs to secure freestanding items and may only use weights to secure freestanding items.
8. The exhibitor must ensure all electrical equipment used at their site is tested and tagged prior to the event. If this condition is not complied with, exhibitors will not be able to use the electrical equipment during the event. Any testing and tagging service available on the event day will be at the exhibitor’s cost.
9. The exhibitor must ensure that persons under the age of 18 years are not solely responsible for the site.
10. The exhibitor must keep their allocated site clean, tidy, free from rubbish and other hazards and well presented at all times during the event.
11. The exhibitor must behave courteously towards members of the public and all employees, volunteers, exhibitors and other vendors involved in the event.
12. **Site allocations**
    1. The exhibitor must comply with the site layout and site allocation (and any subsequent alterations) as notified by Council no less than one week prior to the event date.
    2. The exhibitor must ensure that they do not exceed their allocated site.
13. **Signage and promotion**
14. The exhibitor must display all signage provided by Council.
15. The exhibitor must ensure that any additional signage displayed is not placed more than one metre away from their site.
16. The exhibitor must not use any microphone, sound amplification, or musical instrument at their allocated site without the prior written consent of Council.
17. **Sales**
18. The exhibitor must clearly display all product prices and information.
19. The exhibitor must not display, sell or distribute:
    * 1. second-hand, illegal or counterfeit goods;
      2. religious or political material; or
      3. inappropriate material containing obscene pictures or offensive language.
20. The exhibitor must not conduct any lotteries, raffles or competitions without obtaining Council’s prior written consent.
21. **Health and safety**
22. The exhibitor must ensure their site is equipped with a fire extinguisher where activities conducted at the site involve the use of flammable materials.
23. The exhibitor must notify Council of any incident, accident, injury or damage that occurs at their site.
24. **Rubbish disposal**
25. The exhibitor must dispose of all rubbish in the skips provided by Council and must not use the bins located throughout the event site.
26. The exhibitor must endeavour to conserve electricity and water usage.
27. The exhibitor must clear their site by the end of ‘bump out’ and restore it to its original condition.
28. **Photography**
29. The exhibitor must not photograph, film or otherwise record the event site or their site without obtaining Council’s prior written consent, such consent not to be unreasonably withheld.
30. The exhibitor (including their site and/or staff) consents to being photographed, filmed or otherwise recorded during the event and consents to Council’s use or publication of these photographs or recordings in any format whatsoever in its entire discretion.
31. **Not for Profit Exhibitors**

Where an exhibitor has applied for a “Not for Profit Exhibitor” site, the exhibitor must provide satisfactory proof to Council of it’s not for profit status.

1. **Insurance**
   1. The exhibitor must hold and maintain product and public liability insurance in a minimum sum of $20 million per single event and must submit a copy of its certificate of currency with the Exhibitor Application Form.
   2. The exhibitor acknowledges and agrees that it is responsible for insuring its own property and equipment and is responsible for maintaining appropriate insurances for its staff, volunteers and contractors.
2. **Damage**

The exhibitor is responsible for any damage to or theft of property resulting from or related to its use of the event site. The exhibitor must pay for any consequential repairs or reinstatement undertaken by Council and/or the owner of the event site.

1. **Product Representations**

Council accepts no liability for any representations made by the exhibitor in relation to its products.

1. **Release and indemnity**

The exhibitor uses and occupies the event site at its own risk and must indemnify and keep indemnified and hold harmless Council, its Councillors, staff, volunteers, contractors and agents (together, ‘Council’) from and against any and all actions, claims, losses, damages, penalties, demands and costs (including indirect loss, consequential loss and legal costs) arising directly or indirectly form the exhibitor’s use of the event site.

1. **No Relationship**

Nothing in these terms and conditions or in the conduct of the parties will create a relationship of agency, partnership, employer and employee or joint venture between the exhibitor and Council.

1. **No Representation**

Council makes no representation as to the minimum level of sales, profitability or number of attendees at the event.

1. **Payment and cancellation**
2. The exhibitor must trade at the event regardless of the weather conditions unless Council deems it unsafe to do so and has notified the exhibitor accordingly.
3. The exhibitor must pay their site fee not less than 30 days prior to the event date. Failure to do so will result in cancellation of the exhibitor’s allocated site.
4. If the exhibitor withdraws from the event less than 28 days prior to the event date, the site fee will be forfeited.
5. If Council cancels or postpones the event or otherwise amends the event date and/or time prior to the event date, Council accepts no liability for any costs incurred by the exhibitor in anticipation of the event. Where the event has been cancelled prior to the event date, the exhibitor’s site fee will be refunded.
6. **Breach**

If Council becomes aware of a breach of any of these terms and conditions which cannot be remedied, the exhibitor’s site allocation will be cancelled and the exhibitor will not be permitted to operate, or continue to operate, at the event.

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| **OFFICE USE ONLY** | | | |
|  | Yes/No | Date | Initials |
| Company Name |  |  |  |
| Signage Name |  |  |  |
| Current Public Liability certificate received |  |  |  |
| Successful application |  |  |  |
| Confirmation sent |  |  |  |
| Unsuccessful response sent |  |  |  |
| Invoice sent |  |  |  |
| Payment received |  |  |  |
| Receipt sent |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Power |  |  |  |
| Site allocation advised |  |  |  |
| Bump in and out confirmed |  |  |  |