



Stall Holders Application Form for Dog Lovers Market Day

Completed applications, payments and insurance certificates must be received by me prior to 16th July, 2018.

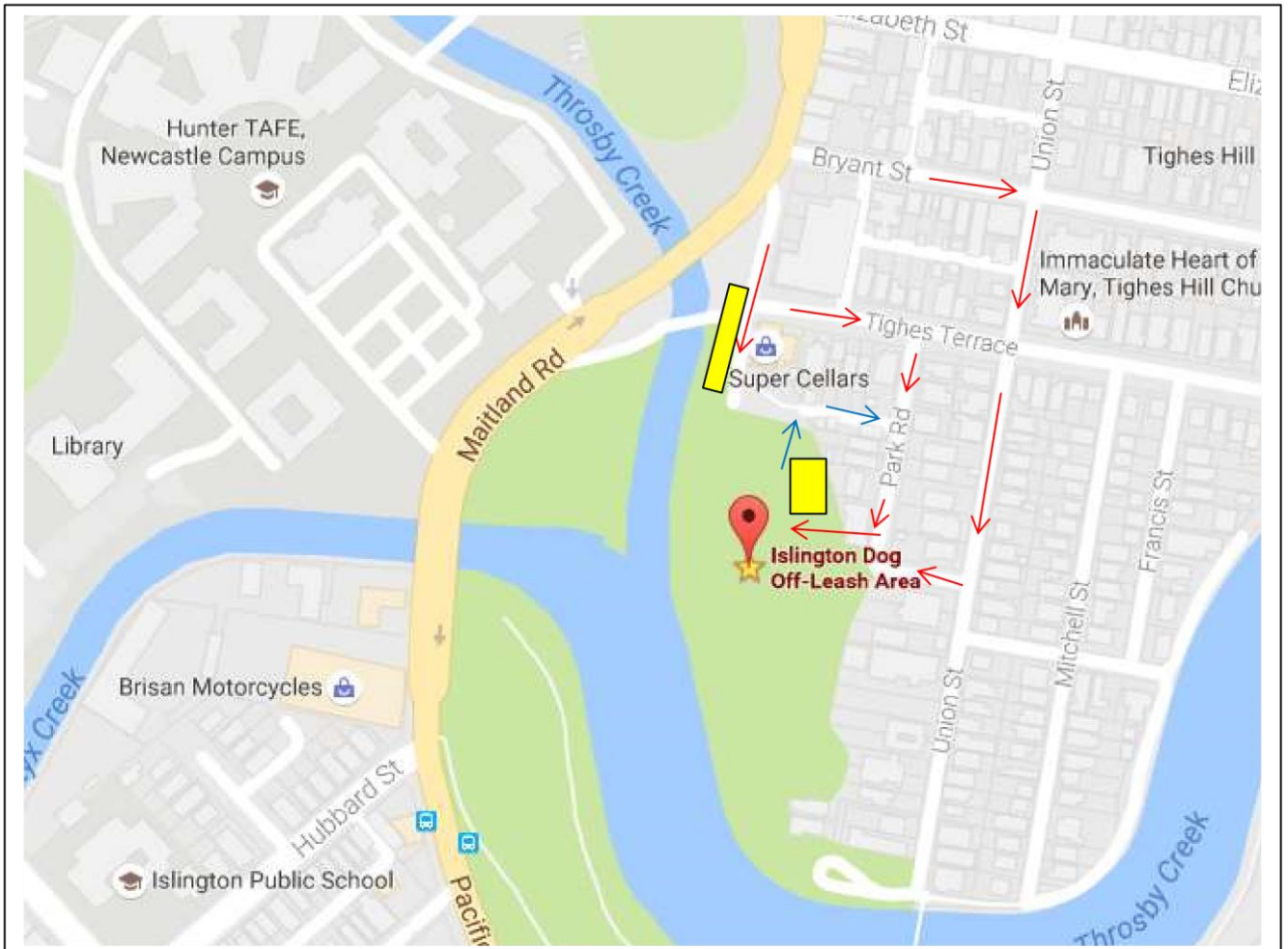
Email to Rhonda drnevents@gmail.com. NOTE: All fees/payments are non-refundable and all sites are unpowered.

- Date: Sunday, 16^h September, 2018
- Address: Islington Park, 2 Park Road, Tighes Hill (Dog off leash area)
- Time: Set up 8am-9.45am. Operate 10am-2.30pm. Pack up 2.30pm-3.30pm
- Smoking: Smoking is not permitted at any stall site within the market area. Please place butts in bins provided.
- Stall holders: You MUST provide your own stall equipment, eg. marquee & tie down weights, chairs, tables & products.
- Human Food: Stall holders must NOT sell food for human consumption unless authorised prior to the day with organiser.
- Stall Cost: \$30 per 4m x 4m stall site. Also refer parking and parking fee section below.
\$150 per stall selling food/drinks for human consumption – site size negotiable
- Parking: Council approved 50 vehicle permits allowing vehicles to park in an allocated area on the Islington Park grounds. **Vehicles MUST park on the road if no bookings & payments are received by me prior to 16/07/2018.** Parking is allocated on receipt of completed application form, insurance certificate & payment. If your vehicle is part of your stall site, eg coffee van, no extra fee will be incurred other than the stall site fee, you must request a parking permit prior to 16/7/18, your vehicle & serving area must not exceed your 4m x 4m site area. A vehicle & trailer requires 2 parking permits & cost \$10 to park on grounds.
- Rain: If it rains a Newcastle City Council Officer must inspect the grounds to approve parking of vehicles.
- Parking fee: \$5 to park in allocated area within the Islington Park grounds after unloading goods at your stall site.
\$10 parking fee if vehicle must be parked next to your stall site & not in the allocated parking area or road.
\$10 for vehicle with trailer parking in allocated parking area, booked & paid for in full prior to 16/07/18
- Payment to: Dog Rescue Newcastle. Newcastle Permanent Building Society. BSB 650 000. Account No: 986 245 302
Description: "stall" and your "surname or business name" please.
- Sponsorship: Anipet, Pet & Aquarium Warehouse, Belmont. Ph 0249 448 844 (New location)

Contact Name:	Trading Business Name:	Is marquee being erected? Yes No
Address:	Email:	Phone:
Motor Vehicle Registration (Tick whichever is applicable) Parking permit MUST be requested & paid before 16th July, 2018. <ul style="list-style-type: none"> <input type="checkbox"/> I am parking on the street for free and do not require a parking permit for this event. <input type="checkbox"/> I am paying \$5 for my motor vehicle to be parked in the allocated stall holder parking area within the Islington Park grounds. I understand this vehicle must not be moved between 9.45am and 2.30pm on the day. (Gates will be locked). <input type="checkbox"/> I am paying \$10 for my vehicle to be parked next to my stall site and require a parking permit on the day of the event. <p><i>NOTE: Motor vehicles parked on the Islington Park grounds require a parking permit which MUST be displayed on your vehicles dashboard on the day. Supplied on the day of the event by DRN organiser, ordered & paid for prior to 16.7.18</i></p> <p>Motor Vehicle Registration number: _____ <i>(Required only if parking on grounds)</i></p>		
Description of goods to be sold - Please be specific, as you will NOT be allowed to sell products you do not specify. 		
Generator size if being provided by you:		
Please complete and return the following information before 16th July, 2018 <ul style="list-style-type: none"> <input type="checkbox"/> Signed stall holders application form <input type="checkbox"/> Copy of current public liability insurance (Minimum 20 million dollars) <input type="checkbox"/> Copy of payment receipt OR receipt number <input type="checkbox"/> Current food handling certificate <i>if applicable</i> 		
By signing this application form you are acknowledging that you have read and accept all the conditions outlined in the rules & regulations agreement form and the stall holders application form.		
Full Name:	Signed:	Dated: / /2018



Dog Lovers Market Day - Location Map



Travelling from Mayfield turn left into Tighes Terrace, turn right into Park Road, turn right onto the Islington Park grounds where you will be greeted and guided to your allocated stall site. Please unload your vehicle as quickly as possible between 7.30am and 9.45am, then park your vehicle.

If you have paid for your vehicle to park on the grounds a parking permit will be supplied to you during the morning, please place this on the dash board of your vehicle. This **MUST** be visibly displayed throughout the day to avoid a council fine. Gates allowing entry/exit to the park grounds will be closed between 10am and 2.30pm. Rhonda will have the key to the gates if required.



Dog Lovers Market Day - Rules & Regulations Agreement Form

Sunday, 16th September, 2018

Applications must be received no later than 16th July, 2018 to drnevents@gmail.com. By signing and submitting the application form you are acknowledging that you have read, understand and agree to all the conditions outlined in both the rules & regulations agreement form and the stall holders application form.

Rules & responsibilities for stall holders:

- It is the responsibility of the stall holder to read and retain a copy of the application form and the stall holder rules & regulations agreement form for reference on 16th September, 2018.
- Acceptance and non-acceptance of applications will be at the sole discretion of event organisers, and will be based on the information supplied by the applicant on their application, meeting the approved product criteria, quality, product distribution, diversity (market mix) and availability. All decisions made by organisers are final.
- Stall rental and stall positions is totally at the discretion of event organisers.
- Products that are deemed inappropriate (eg discriminatory or offensive) by organisers will not be considered.
- Smoking is not permitted within the market stall area, you may be asked to leave if caught. No refunds for stall sites.

Times:

- Set up 7.30am-9.45am. Operate 10am-2.30pm. Pack up 2.30pm-3.30pm
- Stallholders must be in the market area 30 minutes prior to market opening hours and ready to trade at the commencement of the trading hours and must continue trading until the market closing time.

Power: BYO generator if power is required. Inform event organiser prior to 16th July, 2018 as council approval required.

Stall sites:

- Stall sites cannot be transferred, sublet, franchised or sold to any other person, nor can they be shared without approval from event organisers.
- Stallholders are asked to be respectful toward other stall holders, patrons, animals and event organisers.
- Stallholders are responsible for and must provide their own equipment, products and shelter. These must be in good condition, be operated in a safe manner and be suitable to varying weather conditions on the day.
- Stall sites are 4m x 4m. Sites will be marked and numbered. Please ensure you set up within the marked site area.

Stall Fees:

- \$30 per 4m x 4m stall site (Payments are non-refundable & all sites are unpowered. This payment does not include parking of your vehicle on the site).
- *Optional:* \$10 fee if electing to park next to your stall site. (Non refundable)
- *Optional:* \$5 to park in allocated parking area within park grounds after unloading your products at your stall site. I only have space for 50 vehicles, these will go quickly, so I suggest you book and pay promptly. *For stall holders only.*
- \$150 per stall selling food/drinks for human consumption (Non refundable & unpowered) *site size negotiable*

Motor Vehicles:

- Vehicles are not permitted to move within the market area between 10.00am-2.30pm.
- All vehicles must be parked on the road side, unless prior arrangements have been made with event organisers and appropriate fees paid with application prior to 16th July, 2018. Refer Site fees for costings. Gates to the grounds will be locked between the hours of 10am -2.30pm. Event organiser (Rhonda) will have the key if required.

Advertising, marketing & sponsorship:

- Flyers will be delivered to various suburbs to promote this event.
- DRN will approach local radio stations, local newspapers, The Newcastle Weekly Magazine, DRN facebook pages and local television to promote this event. We do not have control over who airs or publishes this event though.
- Dog Lovers Market Day is sponsored by Anipet, Pet & Aquarium Warehouse, 42 Kalaroo Rd, Redhead.
- Dog Lovers Market Day proceeds ALL go to Dog Rescue Newcastle.

Food & drink stall holders:

- Food stallholders must comply with any local, state and federal health regulations and food acts, failure to comply with health department standards and regulations may result in immediate closure of your stall/site.

Insurance, Safety & Compliance, legalities:

- Registered stall holders MUST be in attendance during the market trading times and operate in varying weather conditions unless it becomes a danger to themselves or others.
- Stallholders must not cause damage, make alterations or additions of any nature to, or carry out works of any nature to the market site property and that, if any damage is caused, the costs of any repairs, making good or replacement will be passed on to the stallholder by either Dog Rescue Newcastle or Newcastle City Council.
- A stallholder may only offer for sale approved products which have been accepted by event organisers on the application form submitted by the stallholder- no counterfeit goods can be sold as this breaches copyright/ trademarks.
- Stall holders that provide entertainment, exceed normal noise levels or serve food must hold a current insurance policy (minimum cover of \$20 million). A copy of this policy must be provided to the event organiser prior to 16th July, 2018. (Loud product promotion by stallholders is not permitted).
- It is the responsibility of the stall holder to ensure they conform to any safety and compliance standards pertaining to their product and that their activities do not endanger the safety or security of any people at this event, eg Marquees and all stall equipment must be erected and weighted securely at all times, they must also be contained to the stall site boundaries. Public access ways must be kept clear at all times.
- Stallholders must respond co-operatively to any direction given by event organisers in relation to the operation and occupation of their stall, equipment, goods and vehicle at all times.
- Organisers will not be held responsible for any loss, damage or injury whatsoever.
- Smoking is not permitted at any stall site within the market area. (You may use seating at the obstacle course area).
- Copying the ideas and work of other stallholders may be in breach of creative copyright and is not in the spirit of the market. Any grievances must be in writing and emailed to Rhonda: drnevents@gmail.com.
- Stallholders must comply with all the terms contained in these regulations and must comply with any changes to the market regulations, or any relevant local government and other statutory laws and regulations.
- Stallholders must be equipped with a fire blanket and a fire extinguisher suitable to your own fire risks.
- Stallholders are responsible for all costs of repairs resulting from any damage done to the site including water pipes, electricity cables or similar if damage is caused by you.

Cancellation and/or termination:

- No refunds/credits are given for the cancellation of markets and/or reduced trading hours on market days.
- The organisers reserve the right to cancel this event in the case of severe weather or circumstances that jeopardise the safety of participants, volunteers and the general public.
- This event will proceed unless there is lightning, thunder and/or hail.
- Cancellations will be posted to the Dog Rescue Newcastle main page: www.dogrescuenewcastle.com.au site
- Dog Rescue Newcastle can alter, at it's discretion, any site allocation or eject from site, at it's discretion, any stallholder who is in breach of the agreement form without refund.
- Stallholders must not be verbally or physically abusive, dangerous, or disruptive toward other market users, this behaviour will not be tolerated and will result in immediate termination without stall site payments being refunded.
- Out of courtesy and respect notification of non-attendance is required.

Dogs:

- Socialised dogs are permitted on the grounds, all dogs must be on a leash and supervised at all times.
- Dog faecal matter must be removed immediately by the dogs carer. Please report to event organiser if you observe this legal requirement being ignored. (Refer Newcastle City Council signage)

Rubbish and Waste disposal:

- All rubbish/waste generated by stall holders MUST be removed by stall holder. Site must be left clean and tidy with boxes and cartons taken home, not to be placed in council bins on park site or a fine could be issued by NCC.

Accidents & illness:

- Stallholders must submit in writing and report to the organisers any incident or accident to any person or property that involves loss or could be expected to give rise to a claim on the day of the event.
- We have a qualified first aid person available to treat or instruct to seek further medical assistance if required. Please ask at the Dog Rescue Newcastle merchandise marquee.

**If you would like to participate in this fundraising event please contact Rhonda by email
drnevents@gmail.com no later than 16 July, 2018.**