

ABN 14 255 173 19

JACARANDA THURSDAY MARKET STALLS
Thursday 2nd November 2017 only

To be a vendor at the Grafton Jacaranda Festival - Jacaranda Thursday Event:

1. Complete the Jacaranda Thursday market Stalls application and email it to JacarandaThursday@gmail.com
2. Wait for your confirmation email that we have received your application
3. Wait for your acceptance email with invoice attached (*Thank you for your patience*)
4. Pay invoice and provide copies of your public liability insurance and Clarence Valley Council Hawkers Approval. (*Please find that your receipt & Public Liability Insurance will be sighted **again** on the day*)
5. Please note invoices must be paid in full by 1st October 2017. Regardless of application, it will be paid invoices preference over outstanding. (*Any vendor with outstanding payments will not be permitted to set up at the event.*)
6. Please note there will be a restricted items check on the day
7. Please note only bottled Jacaranda Water is permitted for sale on the day
8. Please note details of loud non-conforming generators (*regrettably they are not permitted*)
9. On acceptance and payment, additional emails will be sent with your set up and pack down times, entry & exit points, site map, contact details, insurance updates, toilet & rubbish locations. (*A friendly reminder of payments if they are not already in, will occur in September/early October 2017*)

If you are looking to be a vendor at the Festival's other signature events, please visit the Vendor Application Form for 2017 on the website.

EVENT SUMMARY

Day 6: Jacaranda Thursday

One of the biggest days of the Festival. Grafton enjoys a half day public holiday for the event. The day begins early in Market Square with a free breakfast provided by the local radio station. Markets begin in the Main Street – Prince Street next to Market Square with all food and amusement vendors located in the Market Square. A strong crowd assembles in Market Square for the lunch hours with local businesses performing on stage. Crowd numbers for 2016 were estimated at 10,000 roaming in Prince Street and Market Square.



Stall Business Name: _____

Contact Name: _____

Billing Address: _____

Email: _____

Telephone: _____ Mobile: _____

Emergency Contact Details:

Will you be sub-letting: YES

Please provide details of whom you will be sub letting with:

NB: If you are sub letting (new to Jacaranda Festival Thursday Markets), you both need to fill in the Stall details and both need to provide Public Liability Insurance.

NATURE OF STALL CHARITY
 AMUSEMENT
 INFORMATION
 OTHER _____

Please provide details about your stall: _____



SITE REQUIREMENTS & DAILY COSTINGS

- 3m x 3m - \$100.00 3m x 6m \$150.00 Sub Letting \$70 per half
With 1x power point add \$15.00 With 2 x power points add \$30.00 E.g. half of 3x3m

Other _____
Discount site fees apply for local charity groups & schools. Please contact us directly to apply.

POWER

- No Power Required Supplying own *silent* generator

In some areas for demand for outlets is greater supply. Bring one or more long extension leads (30m) for each outlet you're hiring. All electrical equipment and leads must be tested and tagged with current date. (Equipment and leads without tags WILL NOT BE PERMITTED)

PLACEMENT

The Jacaranda Festival has been running for many years and we are delighted to have you join us as a new or returning stall holder. Although the stalls are **allocated by Jacaranda Festival and are subject to change on the day**. We will attempt to allocate your request, however please be aware the number of stalls and the placement of existing shops needs to be considered. We will do our best but you will not receive a refund if you are not placed in an area you requested.

Desired location and why:

Please do not forward payment. You will be invoiced on approval (you will receive an email confirming that we have received your application). No refunds in the event of wet weather. The Grafton Jacaranda festival Inc is not registered for GST. Your application is not confirmed until payment is received.

All electrical equipment and leads must be tested and tagged with current date. Equipment and leads without tags WILL NOT BE PERMITTED.

Jacaranda Water

The Jacaranda Festival is a not for profit organization that fundraises to produce the Festival for the community. To help with this, we are now selling Jacaranda Water. Any vendor selling water throughout the Jacaranda Festival must sell only Jacaranda Water.

Jacaranda Water order and payment details will be forwarded to you on receipt of your vendor application.



INSURANCE

A copy of my Public Liability Insurance Policy Certificate of Currency is attached?

YES NO

Food vendors must complete the *Application for food vendors' hawkers approval* forms as a requirement of Clarence Valley Council and additional fees apply. For more information visit www.clarence.nsw.gov.au A copy of this is attached to this form?

YES NO

The Grafton Jacaranda Festival Inc accepts no responsibility for damage of vendors property by theft, fire, storm or any unforeseen circumstances, including injury to vendors in the vendor stall area.

The Grafton Jacaranda Festival Inc shall not be held responsible and will be indemnified for any and all claims made by a person (s) directly involved or related to vendors property within or without the nominated stall holders allocated area.

Please note all invoices must be paid in full by **Friday 1st October 2017**. Any vendor with outstanding payments will not be permitted to set up at the event.

Forward all Correspondence to:

Kylie Naylor
Grafton Jacaranda Festival
PO BOX 400, Grafton NSW 2460.
JacarandaThursday@gmail.com
P: 02 6642 3959
M: 0438 070 272