

Baw Baw Shire Pet Expo – Exhibitor Application form
Applications close Wednesday, 21st of March 2018

Contact details:

Contact person: _____

Organisation name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____ Fax: _____

How would you like to be involved?

Please tick one or more ways to be involved in the event then complete the relevant sections in the application form.

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Host a stall | <i>Please complete Part 1</i> |
| <input type="checkbox"/> Put on a display/presentation | <i>Please complete Part 2</i> |
| <input type="checkbox"/> Sponsor a section in the ‘Pet Parade’ | <i>Please complete Part 3</i> |
| <input type="checkbox"/> Donate products or services/discounted services | <i>Please complete Part 4</i> |

PART 1 – Host a stall

All sites are 3m x 3m and charged at \$50 each. Site fees are not applicable for non-profit organisations.

Please indicate if you require a single or double site (Fees will be adjusted accordingly):

- Single Site Double Site

Please describe the products, services or information that you plan to sell/promote at the event, including any food products you might be supplying:



Site set up (any chairs, table, marquees, or equipment you will be bringing):

PART 2 – Put on a display/presentation

You can also be involved in this event by putting on an interactive display or presentation such as a dog obedience demonstration, pet grooming, informative session etc. This is a great opportunity to show case your businesses services, or to educate the public about a lesser known subject (i.e. pet rescue or unusual pets)

Please give an overview of your display, including space and time you will require:

PART 3 – Sponsor a section in the ‘Pet Parade’

Pet owners who bring their pet along will have the opportunity to sign up to the expo’s ‘Pet Parade’ when they arrive and win prizes for ‘best trick’, ‘largest pet’ etc.

Please select the option you would like to provide in support of the event:

- A monetary donation to go towards purchasing prizes for the pet parade

Amount: _____

- An item (such as a gift card/voucher or product)

Item: _____

PART 4 – Donate products or services/discounted services

You can also be involved in this event by providing donated products or services, or even discounted services. These can be provided at your own stall, if you are attending, or given to Council to provide in ‘goodie bags’.

Please outline the products and/or services you would like to donate in support of the event:

For example – discounted vet’s services, such as microchipping or free health checks. Small items, such as food or treat samples, toys, leads.



CHECKLIST:

Please make sure you submit the following:

- Completed exhibitor application form
- Signed and dated agreement to the Terms and Conditions (*see attached*)
- Certificate of Currency
- Payment form (if applicable)

**** If you do not have a Certificate of Currency, you can be covered under Baw Baw Shire's for a \$20 fee. Please make a note of this in your application if it is required.**

Return this application form and any attachments by Wednesday the 7th of March 2018 (all payments must be made by this date) to:

Email: emma.marsh@bawbawshire.vic.gov.au

Mail: Emma Marsh – Community Compliance

Baw Baw Shire Council

PO Box 304

Warragul VIC 3820



Baw Baw Shire Pet Expo – Terms and Conditions

To ensure a successful expo, the following terms and conditions apply to all exhibitors. Carefully read, sign and attach these to your application.

Any exhibitor who does not adhere to these terms and conditions may be asked to leave the event and fees will not be refunded.

1. Exhibitor Definitions

Definitions as defined by the Australian Taxation Office are as follows:

Business: Individual, partnership, company or trust that carries on business activity.

Not-for-profit: An entity that is not carried on for the profit or gain of its owners or members, neither while it is operating or upon winding up.

2. Application Process

Applications close Wednesday 21 March 2018. All applications will be assessed and you will be notified of your success or otherwise by Wednesday 28 March 2018. A full refund will be given to any applications that are deemed unsuccessful.

An application is not complete until a Certificate of Currency has been provided in accordance with the insurance requirements, noted in these terms and conditions.

3. Cancellations and Refunds

Exhibitors have the right to cancel their involvement in the event. Refunds will be provided on the following basis for exhibitor-initiated cancellations:

- Cancellation of your involvement less than two weeks prior -no refund.
- Cancellation of your involvement than two weeks prior -full refund.

Baw Baw Shire Council reserves the right to cancel, postpone or move the event. If the event is cancelled, postponed or moved, all exhibitors will be notified as soon as possible. In the event the expo is cancelled, and:

- Event did not commence -all sites fees, donations, etc. will be refunded in full.
- Event commenced and was later cancelled due to exceptional circumstance exhibitors will receive a refund of 50 per cent of their fees, donations, etc.

A refund will not be available to any exhibitor that is asked to leave the event as a result of failing to uphold these terms and conditions. Exhibitors will be responsible for any relocation costs they may incur as a result of the event being moved to a different venue.



4. Stall Staffing

Please ensure that your site is staffed at all times. Organisers accept no responsibility for any loss or damage incurred from leaving your goods unsupervised.

5. Exhibitor Conduct

All exhibitors are expected to treat all other exhibitors and event attendees with courtesy and respect. Exhibitors are required to be positive and not criticise other organisations.

All exhibitors are required to follow written or verbal direction of the event coordinator on the day.

6. Occupational Health and Safety (OH&S)

All portable electrical equipment must be tested and tagged in accordance with AS/NZS 3760:2003 In-Service Safety Inspection and Testing of Electrical Equipment.

Stall holders using gas cylinders must meet Energy Safe Victoria's regulations pertaining to the use of gas cylinders. Visit www.esv.vic.gov.au for further information and a checklist.

All appropriate OH&S requirements as per the legislation must be met.

Food stalls serving hot food must have fire extinguishers/fire blankets and relevant permits.

7. Public Liability and Professional Indemnity

All participating groups are required to have Public Liability Insurance of at least \$10 million cover for the event date. Organisations/individuals supplying professional advice to the public are required to have Professional Indemnity Insurance cover of at least \$5 million. A copy of your current Certificates of Currency must be attached to your application form. The policy must cover the activity being undertaken on the day of the event.

8. Permits

All professional organisations and businesses, e.g. veterinarians, must have appropriate and current permits to operate their business and carry out their profession.

All businesses and community groups supplying food and/or beverages must hold a current Food Act registration with a Victorian Council. A statement of trade must be completed by each food provider and submitted to Council's Public Health Unit at least seven days prior to the event.

9. Set-up and Pack-up

The event runs from 10.00am-2.00pm. Please ensure you are able to commit to this period. All exhibitors are required to be set up by 9.30am and packed up by 3.00pm. For safety reasons, no vehicle movement will be permitted between 9.30am and 2.00pm unless otherwise directed by the event coordinator. Loading area is limited so please adhere to



loading and parking requirements to enable fair and safe access for all exhibitors. A copy of the site map and your allocated site will be made available to you before the event.

10. Equipment and Site Conditions

All exhibitors are required to provide their own marquee and/or furniture. All marquees, and other furniture, must fit within your allocated site space and are required to be securely weighted - strictly no pegs or stakes.

Exhibitors must take all items of rubbish generated from their stall/display home with them for appropriate disposal.

On-site access to power is limited. If you require power, you will need to supply your own generator, which must be tested, in good working condition and stored safely at the event. If you intend to bring a generator, please include this in your application or contact Council Communications on 5624 2411 or communications@bawbawshire.vic.gov.au

11. Images and Messaging

Council reserves the right to remove any branding, advertising or imagery considered inappropriate for this family-orientated event. This includes graphic images and/or controversial or political messaging.

12. Privacy

Baw Baw Shire Council may list exhibitors on their website and promotional material for the event. Baw Baw Shire Council will be filming and photographing the event and exhibitor stalls/activities, and may use the material for promotional and reporting purposes.

Baw Baw Shire Council recognises that your privacy is very important to you and we are committed to safeguarding it. Visit Council's website for more information:

<http://www.bawbawshire.vic.gov.au/About-Council/Privacy-Statement>

Once you have carefully read the attached terms and conditions, please select the tick box and provide your signature and the date below to indicate your agreement*.

**Please note: these terms and conditions are a requirement of your application to exhibit.*

I have read and agree to the Terms and Conditions of the Baw Baw Shire Pet Expo

Signature: _____ Date: _____

