



## VENDOR APPLICATION FORM

Saturday 29<sup>th</sup> & Sunday 30<sup>th</sup> of April 2023

Lighthouse Field

Lot 2 Hermans Road, Burnett Heads QLD 4670

Office use only:		Date / Initial:
Application fully completed	Yes / No	
Public and Product Liability	Yes / No	
Invoice Issued	Yes / No	
Payment Received	Yes / No	

**Applications close: Wednesday, 1<sup>st</sup> February 2023**



## INFORMATION FOR VENDOR HOLDERS

### Lighthouse Field, Saturday 29<sup>th</sup> & Sunday 30<sup>th</sup> April 2023

#### Event Details

<b>Name of Event</b>	Lighthouse Country
<b>Date</b>	Saturday 29 <sup>th</sup> & Sunday 30 <sup>th</sup> April 2023
<b>Location</b>	Lighthouse Field Lot 2 Hermans Road, Burnett Heads QLD 4670
<b>Set-up Time (Bump-in)</b>	<u>Before Event:</u> Friday 28 <sup>th</sup> of April, 12:00pm to 4:00pm <u>Day Event:</u> Saturday 29 <sup>th</sup> of April, 6:00am to 9:00am <u>Set-up:</u> Saturday 29 <sup>th</sup> & Sunday 30 <sup>th</sup> of April 10:00am
<b>Start Time</b>	Saturday 29 <sup>th</sup> & Sunday 30 <sup>th</sup> April, 11:00am
<b>Finish Time</b>	Saturday 29 <sup>th</sup> & Sunday 30 <sup>th</sup> April, 10:00 pm
<b>Entry</b>	Emergency Access, via Hermans Road
<b>Cost</b>	\$600.00 3m x 3m includes power source \$600.00 3m x 6m includes power source \$800.00 6m x 9m includes power source

**Please advise method of payment EFTPOS / Cash.**

**BSB Number:** 034 139

**Account Number:** 227 870

**Reference:** (Vendor/Business Name)

**For further details contact:** Tania Deviney - [tania.deviney@lighthousepresents.com.au](mailto:tania.deviney@lighthousepresents.com.au)



## Terms and Conditions

- Vendors must arrive and set up prior to 11:00 am on Saturday 29<sup>th</sup> & Sunday 30<sup>th</sup> April (unless alternative arrangements have been made with Event Coordinator). Bump in available from Friday 28<sup>th</sup> April, between 12:00pm to 4:00pm or Saturday 29<sup>th</sup> April from 6:00 am. Bump in - prefer to page 2.
- There are no vehicles to be parked as part of stalls on Event site.
- Vendors will be located along the rear fence line of the Event Area, parking available behind the Event Area. After application is approved and payment received, site plan will follow.
- Vendors MUST hold a current Public Liability Insurance cover with a minimum of \$10 million. If you DO NOT have appropriate cover and/or HAVE NOT provided a copy of your policy to the Event Manager or Event Coordinator prior to the Event, application will be denied, and access declined to the Event Area.
- Fees are not refundable, if you are unable to attend or/if the Event is cancelled due to the weather.
- If vendor/s cancel, Event Organiser will refund 50% of the site fee, providing the cancellation is in writing and not less than (10) weeks prior to the Event date.
- Vendor holders are responsible for their stall/marquee/activity, which must be always supervised.
- Vendor holders MUST be licenced with the Bundaberg Regional Council and meet the relevant codes, legislation and/or guidelines. The Environment Health Officer may conduct inspections on the day of the Event.
- Vendor holders must be set-up by 11:00am on Saturday 29<sup>th</sup> & Sunday 30<sup>th</sup> of April 2023 ready for trade, remain on site and trade until the close of the Event at 10:00pm (29<sup>th</sup> & 30<sup>th</sup> of April 2023)
- For safety reason, no vehicle movement will be allowed after 11:00am on the day of the Event.
- Sites **must not** be dismantled before 10:00pm and no vehicle movement before Event Coordinator direction.
- Lighthouse Presents will abide by current Covid restrictions are in place and per advice given at the time. Please provide Covid-Safe hand sanitations in their stall.
- Vendors are to ensure that all equipment used for the activity is safe and meets relevant safety standards. The stall must be installed to appropriate standards for safety (i.e., manufacture's standards). Electricity connections: leads must be tagged and will be checked and weatherproof and away from the public traffic areas. Gas: connections checked and set up appropriately and away from the public.
- Products, services, and displays must be conducted within the site location.
- **NO ALCOHOL IS PERMITTED TO BE CONSUMED OR SOLD** from any stallholder on site.
- The Event Organiser/Coordinator have the final decision on any issues that may arise.
- Vendor holders will require to compensate the Event Organiser for any damage arising from faulty equipment.
- **NO** animals will be permitted into the Event Area, apart from guide dogs.
- In the event of an emergency please see First-Aid officers and notify the Event Coordinator.
- All rubbish is to be placed in bins or taken with the vendor holder. The site must be left clean and tidy. Complaints or incidents should be reports to the Event Coordinator.
- By completing an application, vendor holders acknowledge the above information and conditions have been read and understood by them.



<b>Name of the Vendor</b>
<b>Postal Address</b>
<b>Email</b>
<b>Contact Name</b>
<b>Contact Number</b>
<b>Social Media Links (Website/Facebook)</b>
<b>ABN/CAN</b> <i>including registered trading Business Name</i>
<b>Items for Sale</b>
<b>Name of Insurance Company</b> <i>Please attach a copy of certificate of currency for Public and Product Liability. Ensure Policy covers event period.</i>
<b>Using Gas?</b> <i>Please attach a copy of Gas Licence certificate.</i>
<b>Food Licence Number</b> <i>Please attach a copy of certificate of Food Licence.</i>
<b>Power Site</b> <i>Power is limited at the Event and usually (1) per site. All power must be accounted to for setup and running of the Event. Please tick a box for power required and number of points.</i>



<input type="checkbox"/>	10 amp	<input type="checkbox"/>	15 amp
<input type="checkbox"/>	3-phase		
<b>Site Details</b> <i>includes power (Saturday 29<sup>th</sup> &amp; Sunday 30<sup>th</sup> April 2023)</i>			
<input type="checkbox"/>	3m (wide) x 3m (long) - \$650.00	<input type="checkbox"/>	3m (wide) x 6m (long) - \$650.00
<input type="checkbox"/>	6m (wide) x 9m (long) - \$850.00		
<b>Special Requests</b>			
<b>Disclaimer:</b> The information provided through this application form should not be used for inferring acceptance of any application. We do not endorse or guarantee the accuracy of the information contained and we assume no responsibility for supplementing, correcting, or updating such information. No responsibility can be inferred or accepted on the part of the Lighthouse Presents for loss, illness, injury, or death caused as a result of attending this Event.			
<b>I have read and understood the Terms and Conditions for the Lighthouse Country Event. As the authorised representative of the same legal entity insured in this application I agree to these conditions.</b>			<b><i>Initial for confirmation</i></b>
<b>Print Name</b>			
<b>Signature</b>			
<b>Date</b>			

**GENERAL DISCLAIMER**  
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