|  |  |
| --- | --- |
| Community Group/Business Details | |
| Name of Community Group/Business |  |
| ABN |  |
| Website/Social Media Handles |  |
| Contact Person Name |  |
| Contact Person Email Address |  |
| Contact Person Mobile Number |  |

|  |  |
| --- | --- |
| Stall Information | |
| What products/information/activities will the stall be selling or offering? |  |
| Requirements/Resources  Please note: Sites will be 3mx3m. You will need to provide your own materials, including your own marquee, for your stall. | Will you require a larger site?   * Yes * No |
| What price range will you be selling your products at (if applicable)? |  |
| Will you be accepting EFTPOS sales (if applicable)? | * Yes * No |

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| --- | --- |
| Requirements | |
| Do you have current Public Liability Insurance?  Please attach copy if applicable. | * Yes  |  | | --- | | **Insurer Name & Amount:** | |  | | **Policy Number & Expiry Date:** | |  |  * No |

*PLEASE SEE NEXT PAGE FOR TERMS AND CONDITIONS.*

**Terms & Conditions for Stallholders**

To ensure proper management of market stalls, please read and comply with the below terms and conditions.

1. **Event Information**

The Iconic Multicultural Festival 2024

Gold Coast’s iconic multicultural festival brings our world to you!

* Cultural food stalls
* Activities
* Performers on show

Saturday 21st September, 11am – 3pm, Broadwater Parklands

1. **Stallholder Applications**

Stallholders must submit the following documents by 2pm Monday 26th August 2024 via email to [events@mfo.org.au](mailto:events@mfo.org.au)

* Stallholder Expression of Interest Form
* Copy of current Public Liability Insurance, including the insurer name, amount and policy number (if applicable)

1. **Public Liability Insurance/Safety**

Stallholders and performers are covered under Multicultural Families Organisation Inc.’s Public Liability Cover, therefore Stallholders will not be required to have their own Public Liability Cover. However, if you already have your own Public Liability Insurance, please include it with your application.

Stallholders are responsible for obtaining any necessary permits or licenses required to exhibit, and for the safety of their property. No responsibility will be taken by Multicultural Families Organisation Inc. for cars parked at the event site or materials left unattended during the event.

1. **Stall Fees**

Multicultural Families Organisation Inc. will not be charging Stallholders any fees.

1. **Stall Sites/Locations**

Stalls will be grouped and located in designated areas. A Multicultural Families Organisation Inc. staff member will direct you to your allocated site during set-up.

Each stall site is 3m x 3m. Please advise us on page one if you need a larger site, as there will be limited larger sites available.

You will need to bring your own table, chairs, tablecloths, etc. as these will not be provided.

1. **Site Equipment**

All Stallholders are responsible for providing their own equipment (e.g. marquees, weights, tables, chairs etc.). If you would like to loan a marquee (3mx3m wide and 6mx6m tall) and table, please contact your local government representative for assistance.

1. **Signage**

Stallholders must supply their own signage.

1. **Electricity Supply**

There will not be any powered sites available for Stallholders. Thus, Stallholders *MUST* provide their own electrical equipment (e.g. generators) for the day to operate their business.

All Stallholders must provide their own power leads. It is mandatory that all electrical leads carry a current testing tag *AND* must be covered. This is a safety requirement of Multicultural Families Organisation Inc. and Gold Coast City Council. Testing and tagging of electrical leads is available through any registered electrician. If tags are not current, the Stallholder will be required to cease operations.

1. **Parking**

Stallholders will not be issued individual parking spots. There will be plenty of carparks available on site, or across the road via public carparks. Stallholders will only be permitted to park their car at their stall site during set-up and pack-up within bump-in and bump-out times as required.

1. **Set-Up/Bump-In**

Bump-in for set-up is between 7am and 10am. You must be ready to operate by the festival start time at 11am.

Stallholders will be issued a site to set-up and an entrance where you are able to drive into this site. This entrance is located inside the Broadwater Parklands carpark, beside Shak Espresso and The Fish Shak.

1. **Pack-Up/Bump-Out**

The event finish time is 3pm. Bump-out for pack-up will be from 3pm – 5pm.

1. **Waste Disposal/Site Damage**

Please ensure that your site is left clean and tidy. It is the responsibility of each Stallholder to remove waste and all items brought with them from the site following the event.

Any Stallholder that leaves waste and/or damages the site/equipment provided will be charged 100% of the cost associated to repair/replace what was damaged.

1. **Photography**

Multicultural Families Organisation Inc. will document the event through a photographer. These images are archived and used to promote the event and Multicultural Families Organisation Inc. across marketing mediums such as our website, flyers, brochures, posters, press releases and displays.

The event may also be documents by various media services. By having a stall at this event, you agree to being photographed and release the organisers from any claim that may arise from such filming/photography. Please advise Multicultural Families Organisation Inc. before close of business Friday 26th August 2024 if you do not give permission for your footage to be released.

1. **Conduct**

All Stallholders are required to conduct themselves appropriately for the duration of the event. Any Stallholder deemed to be in breach of this requirement will be asked to leave the premises.

1. **Wet Weather Plan/Event Cancellation**

In the event of wet weather, the event may be either moved to an indoor location or be cancelled. In such events, Multicultural Families Organisation Inc. staff will advise all stallholders of the change in circumstances. Multicultural Families Organisation Inc. have the right to cancel any event conducted on their premises if the safety of patrons at the event is, in their opinion, considered to be at risk.

1. **Queries/Questions**

If you have any further queries or questions regarding this event, please do not hesitate to contact us.

Multicultural Families Organisation Inc.

[events@mfo.org.au](mailto:events@mfo.org.au)

07) 5571 0381

Leave message 0402448208

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| --- | --- |
| Declaration | |
| I/we confirm that the details provided above are correct, and I/we agree to abide by the Terms and Conditions as set by Multicultural Families Organisation Inc. (Event Organisers). | **Authorised Person:** |
| **Signature:** |
| **Date:** |