



Lighthouse Festival 2019

Stall Applications

Applications Close: 8th July 2019

The Lighthouse Festival Committee is happy to announce that applications are now open for stalls. Thank you for your interest in having a stall at the 2019 Lighthouse Festival to be held on Jack Norgate Oval with the main event on Saturday 26th October from 12pm to 8pm and a Friday Night Music event 5pm to 10pm.

INFORMATION FOR POTENTIAL STALL HOLDERS

Bookings Close 8th July 2019

1. Acceptance of any site application is at the discretion of the Lighthouse Festival Committee. Please note that priority is not given on a first-in, first-served basis.
2. The festival aim to provide our attendees with a diverse range of quality stalls, food vendors and displays. Not all applications will be accepted which is usually due to duplications and not a reflection on the standard of your stall.
3. Insurance must be a minimum Ten Million Dollars (\$10, 000 000.00). **Please attach a copy of Certificate of Currency.**
4. No site will be reserved until fee has been paid in full.
5. Sites must be set up between 7am & 10:30am prior to official opening.
6. Sites must not be dismantled before 8:00pm and no vehicle movement before Traffic Control direction.
7. No refund is available if you are unable to attend or if the event is cancelled due to the weather.

PLEASE NOTE:

- Acknowledgment of a successful application will be confirmed by email.
- Upon notification of a successful application, payment of site fees may be made online or by cash, cheque

Return your completed application to:

EMAIL: thelighthousefestival@outlook.com

MAIL:

The Lighthouse Festival Committee

PO Box 9026

Burnett Heads QLD 4670

CHECKLIST

- Completed application form
- Email address supplied
- Read the Terms and Conditions in full
- Included a copy Public Liability Insurance (Certificate of Currency)
- Included a copy of other relevant Insurances, temporary food licences, gas appliance certification (if applicable)
- Power Requirement (completed)(power cords must be tested)

Regards,

The Lighthouse Festival Committee



THE LIGHTHOUSE FESTIVAL COMMITTEE 2019
(Auspice of the Burnett Heads Progress & Sports Association)

ABN: 82 872 344 867

www.lighthousefestival.com.au

thelighthousefestival@outlook.com

Saturday 26th October 2019

12pm -8pm

STALLS APPLICATION FORM

SITE HOLDER DETAILS

Type of stall proposed: _____

Business Name: _____

Contact Name: _____

Postal Address: _____

Phone () _____ Mobile: _____

Email: _____

Website: _____

SITE DETAILS

Size	Site Fee	Number	Site Cost
<input type="checkbox"/> 3m x 3m	\$60	_____	_____
<input type="checkbox"/> 3m x 6m	\$90	_____	_____
<input type="checkbox"/> 6m x 6m	\$110	_____	_____

Larger Sites

(contact the Event Co-ordinator)

I would like to book a _____ x _____ square metre site

Power Details

Power is limited at the festival and usually 1 per site. All power must be accounted for for setup and running of festival. Please list power required.

	Power Fee	Number
<input type="checkbox"/> 10 amp	\$10	_____
<input type="checkbox"/> 15 amp	\$15	_____
<input type="checkbox"/> 3 phase	\$20	_____

Power Cost _____

Public Liability Insurance Number:

**Copy of Certificate of Currency
must be attached to this application**

Using Gas?

**Copy of Gas Licence certification
must be attached to this application**

Are you handling/selling food at your stall?

Food Licence Number:

**Copy of Food Licence
must be attached to this application**

DISCLAIMER

The Lighthouse Festival event is available for community enjoyment only. The information provided through this 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. While all care is taken, no responsibility can be inferred or accepted on the part of the Lighthouse Festival Committee or the Burnett Heads Progress & Sports Association or its members for loss, illness, injury or death caused as a result of attending this event.

I accept all terms and conditions

SIGNED _____ DATED _____

Payment **once** application confirmed. Please advise method of payment EFT, Cheque, etc.

Cheques made payable to: The Lighthouse Festival Committee, send to PO Box 9026, Burnett Heads Qld 4670.

EFT: BSB: 638070 ACCOUNT NUMBER: 14584727

(Heritage Bank - The Lighthouse Festival Committee)

REF: "Stall- {company name}"

A Tax Invoice is available if required.

For further details email: thelighthousefestival@outlook.com



STALL HOLDER TERMS AND CONDITIONS 2019

The Lighthouse Festival will be held on the
**Saturday 26th October on the Jack Norgate Oval and surrounds, Burnett
Heads from 12pm to 8.00pm.**

This year it will include Friday 25th October 5pm to 10pm.

The following information is being provided to assist you and the organising committee in ensuring this years' Festival is another successful event for all concerned.

PAYMENT

- Once notified of successful application make payment to The Lighthouse Festival by direct deposit, cheque or money order to secure site.
- Tax invoices are not automatically issued and must be requested. To assist our volunteer Treasurer we ask that you keep a copy of your application form for your records.

ABOUT YOUR APPLICATION – Please note, you must

- Complete the event application form and return by the closing date (8th July 2019).
- Attach a copy of your current Public Liability Policy Insurance.
- Include a photo (if possible) of your product, services or stall if you have not previously held a stall at this Festival.
- Late application will only be considered if space permits.
- Not all applications will be accepted which is usually due to duplications and not a reflection on the standard of your stall.
- Special Requests – whilst every effort will be made, we cannot provide any guarantees in this matter, due to a range of factors including site layout and constraints etc.

ABOUT YOUR SITE – Please note, you must;

- Operate wholly within your site or additional charges could be incurred.
- Supply your own equipment, marquees, tables, chairs, electrical leads etc.
- Ensure your equipment is securely fastened in the event of strong coastal breezes/winds.
- Every endeavour will be made to meet your site location requirements, but no guarantees can be made in relation to specific site locations. Your site will be allocated space on the basis of your application form.
- Site Manager/s and Committee have the final decision on any issues that may arise.

ABOUT REFUNDS AND CANCELLATIONS

- If you decide to cancel we will refund 50% of the stall fee, providing the cancellation is in **writing** and not less than 10 weeks prior to the Festival date.
- Fees not refundable if you are unable to attend or if the event is cancelled due to the weather.

INSURANCES AND LICENCES – Please note, these “must haves” are your responsibility

- **YOU MUST** hold current Public Liability Insurance cover with a minimum of \$10 million. If you DON'T have appropriate cover and/or HAVE NOT provided a copy of your policy to the organising committee prior to the Festival you WILL NOT be granted access to the site.
- **FOOD Stalls MUST** be licensed with the Bundaberg Regional Council and meet the relevant codes, legislation and/or guidelines. The local Environmental Health Officer may conduct inspections on the day of the Festival.

ON THE DAY – Please note,

- Stallholders must be set up by 11.00am on Saturday ready for trade. Stalls may be set up between 3pm on night before the Festival however; **YOU MUST** notify the committee with booking as we are trading as music event. If you want to set up on the Friday and trade please note on application and payment choices can be discussed, otherwise all stock and equipment left on site is at your own risk. You must have own power.
- For Safety reasons no vehicle movement or removal of stock/displays will be allowed between 11.00am and 8.15pm on the day of the Festival.
- **YOU MUST** remain on site and trade until the close of the Festival at 8.00pm.
- **Sites must not be dismantled before 8.00pm and no vehicle movement before Traffic Control direction.**
- Stallholders must have appropriate WorkCover insurance for any staff.
- Please ensure you have adequate weather protection for your stall and stock.
- You products, services and displays must be conducted within your specified site location.
- Vehicles are not part of your stall site unless included in the site booking. Parking provided.
- Alcohol is not to be consumed or sold from any general site.
- The LHF Committee members have the final decision on any issues that may arise.
- All appliances and leads must be tested and tagged or access to power may be refused.
- Gas equipment must meet current standards and regulations.
- You will be required to compensate the LHF for any damage arising from faulty equipment.
- The Burnett Heads Lighthouse Festival is a dog free event!

PLEASE REMEMBER; OUR COMMITTEE MEMBERS AND WORKERS ARE ALL VOLUNTEERS
WORKING FOR A SUCCESSFUL OUTCOME FOR ALL.

GENERAL DISCLAIMER

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