

Alstonville Rotary presents
NORTHERN RIVERS

Green Living Expo 2022



Stallholder and Exhibitor Registration Form

This registration is an expression of interest for the Alstonville Rotary Northern Rivers Green Living Expo

9am - 4pm, Saturday 2 April 2022 at TAFE NSW Wollongbar, 61 Sneaths Road, Wollongbar NSW 2477

You will be notified by email of your stall or exhibition acceptance.

TERMS and CONDITIONS:

- All stallholders must have their own current Public Liability Insurance - a copy of which must accompany this application form.
- Bump in of stalls is available Friday 1 April 8am-5pm and Saturday 2 April 6am - 8am. Strictly no stallholder vehicle movement on event site from 8.45am until bump out at 5.00pm on 2 April. If you arrive after the bump in time you will have to walk your stall requirements and stock onto the event site.
- Stallholder vehicle parking must not impede any stallholder or emergency vehicle access.
- All electrical cables must carry a current Test and Tag label, (Australian Standard AS3760)
- Stallholders are encouraged to bring their own set-up gear, and adhere to Australian Market WHS safety standards when setting up and trading.
- Biodegradable/compostable packaging strongly encouraged. Minimise waste and follow the **Event Waste Plan**.
- Food Stallholders must hold Food Registration, Food Safety Supervisor Certificate, and Public Liability Certificate of Insurance, and comply with Ballina Council policy and guidelines (www.ballina.nsw.gov.au/food-premises).
- Catered food ingredients to be sourced/grown within Northern Rivers region as far as practical. Organic/seasonal produce encouraged.
- All sites must be clear of any rubbish or debris at the completion of the day; each stallholder is responsible for the site allocated to them.
- No animals are permitted on the site or to be in, around, or next to stalls that sell food or packaged food products.
- Antisocial behaviour, abuse or unsafe stall practices will not be tolerated and stall holders may be asked to rectify or leave the site.
- The Alstonville Rotary Green Living Expo is a family and community orientated event designed to inspire, inform and entertain. Safety and respect of all persons attending the event is a priority.
- **BOOKING DEADLINE: please ensure stall bookings are submitted and paid in full by 18 March 2022.** Late bookings will be considered, however a late fee may be incurred after the booking deadline date.
- All paid bookings finalised by 18 March will be publicised on the Green Living Expo webpage.
- The site map may be subject to change after issue.
- Email enquiries to alstonville.rotary@hotmail.com

*** Required**

Date of Application *

Stall or Exhibition Name *

Stall Contact Person Name *

Mobile Number. *

Email address *

Postal Address

Please tick one option *

- volunteer/education** (not-or-profit and/or community-based groups)
- micro business** (1-4 persons including non employing businesses)
- small business** (5 -19 person business)
- large business** (20+ person businesses)

Product, or Service FULL DESCRIPTION*

Links to your websites, social media pages or online presence below. *

MARQUEE/STALL REQUIREMENTS Please tick one option *

- Supplying own stall/marquee (\$NIL)
- Hire 3x3m marquee \$150
- Hire 6x3m marquee \$200
- Hire Trestle table \$25 each Quantity
- Hire Chair - \$5 each Quantity

SITE Catering Food Please tick one option *

- 3m x 3m \$200
- Other - please provide details (POA).

SITE Stallholder/Exhibitor Please tick one option *

- 3mx3m volunteer or education group \$NIL
- 3m x 3m MICRO business stall \$100
- 3m x 3m SMALL business stall \$200
- 3m x 3m LARGE business stall \$300
- 3mx3m volunteer or education group \$NIL
- 6m x 3m MICRO business stall \$200
- 6m x 3m SMALL business stall \$400
- 6m x 3m LARGE business stall \$600
- Larger stall size P.O.A

Electricity requirements Please tick one option *

- Yes, 1 x 15amp Yes, 1 x 10amp
- No (own generator use subject to approval)
- Other (please provide detail):

Water requirements Please tick one option *

- Yes No

Any special requirements, (please provide detail):

I have read and agree to the Terms and Conditions associated with being a Stallholder at the Alstonville

Rotary Green Living Expo. Please tick one option *

- Yes
- No

Name *

Signature *

Date *