

To apply to hold a fundraising, demonstration or information stall at Christmas by Starlight on Saturday 15 December 2018, please complete and return this form along with your Public Liability Insurance certificate of currency, Electrical Equipment Declaration and commercial vendor fee. Applications, commercial vendor fee and supporting documents **MUST** be received by 4pm Friday 19 October 2018. Applicants will be notified by Friday 26 October 2018 of the outcome.

Preference will be given for stalls that are self-sufficient with electricity and water and adopt environmentally sustainable methods. **No constant running water can be provided.**

- Stall holders must supply all their own equipment (marquees, tables, chairs, lighting, etc)
- Stall holders must be able to bump in between 9am to 12 noon and bump out at 9pm on Saturday 15 December

Organisation: _____ Contact name: _____

Postal address: _____

Suburb: _____ State: _____ Post Code: _____

Email: _____

Mobile: _____ Landline: _____

Type of stall: (marquee/van) _____

Size of stall (eg. 3m x 3m): _____ Length of front of stall: _____

Vehicle or trailer to remain with stall (Max. one per stall): _____

Items to be sold and price point: *NB: No glass permitted _____

Public Liability Insurance: (All applicants must have a minimum of \$20,000,000)

Limit of liability: _____ Valid to: _____

Power and water requirements:

- An Electrical Equipment Declaration (EED) Must be completed and attached to this application
- Redland City Council representatives will be checking all sites for compliance

List of appliances: _____

Water requirements (cleaning): *NB: No constant running water will be supplied: _____

What environmentally sustainable practises are you implementing? (eg: using recyclable products) _____

Return this form, administration fee and supporting documents via:

POST: Christmas by Starlight Vendor Coordinator
Communication, Engagement and Tourism
Redland City Council
PO Box 21, Cleveland QLD 4163

IN PERSON: Cleveland Customer Service Centre,
Cnr Middle and Bloomfield Streets, Cleveland

EMAIL: events@redland.qld.gov.au



Commercial Vendors:

- As a commercial vendor, a \$440 commercial vendor site fee (GST inclusive) is payable by Credit Card over the phone or by cheque/money order payable to Redland City Council and must be submitted with your application. This will only be refunded if your application is not successful, or if you withdraw a successful application 15 working days prior to the event.

Not-for-profit community organisations:

- There is no commercial vendor site fee for not-for-profit community organisations.

Clean Site Administration Fee – all vendors:

- If, in the opinion of the Vendor Coordinator, a stall holder has not left their site in a clean and tidy condition, having regard to the condition of the site prior to bump in they will be charged a \$110 clean site administration Fee (GST inclusive) and may have their acceptance at future events affected.
- Council will supply wheelie bins including recycling onsite.

It is essential that you carefully read and understand the terms and conditions outlined for stallholders. Pay close attention to the regulation on helium-filled balloons, vehicle access and hours of operation.

Application checklist:

- I have completed each section of this application form
- I have attached a copy of our Public Liability Insurance
- I have attached a copy of our WorkCover Queensland policy (if paying stall workers)
- I have completed and attached an Electrical Equipment Declaration
- I have read, understood and agree to abide by the Terms and Conditions set down by the Redland City Council

Fee checklist: (please tick one)

- I have enclosed a cheque or money order for \$440 for our Commercial Vendor Site Fee, **or**
- I will pay with Redland City Council Customer Service in person or over the phone on 3829 8999, **or**
- I am a not-for-profit community organisation and have attached supporting evidence

Any application that is not complete with all required paperwork and payment by 4pm Friday 19 October will not be considered.

Signed on behalf of the Business/Organisation

Full name

Position

Date

For Office Use Only: **Receipt code 611**

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