

## **STALL REGISTRATION FORM – WELCOME TO NEWMAN 2021**

**When: 19<sup>TH</sup> February 2022**

**Where: Emu Oval**

**Time: 4.00 PM – 8.30 PM**

Welcome to Newman is an opportunity for residents and visitors to come together to celebrate Newman, with newcomers to town learning about the myriad of groups, activities, community services and local businesses they have access to.

The Shire of East Pilbara would like to invite all local businesses, not for profit organisations, community groups and stall holders to attend the event.

If you are interested, please continue reading the registration form for details on the event and terms and conditions of hosted a stall.

### **Stall Registration Information**

#### **IMPORTANT:**

- Only limited powered sites available for this event
- Please attach a copy of **your Public Liability Insurance/Certificate of Currency and completed Temporary Food Stall Application forms if applying for a food stall.**

#### **THEN**

- Email send application form and PLI to: [events@eastpilbara.wa.gov.au](mailto:events@eastpilbara.wa.gov.au)
- For further Information please contact Emma Allinson on (08) 9175 8000 or Email [coev@eastpilbara.wa.gov.au](mailto:coev@eastpilbara.wa.gov.au) or Emily Lewis on [events@eastpilbara.wa.gov.au](mailto:events@eastpilbara.wa.gov.au)

**Applications Close: 5pm on Wednesday 7<sup>th</sup> February 2022**

**Organisation Details**

|                |  |        |  |
|----------------|--|--------|--|
| Organisation   |  |        |  |
| Contact Person |  |        |  |
| Address        |  |        |  |
| Phone          |  | Mobile |  |
| Email          |  |        |  |

**Stall Specifications**

|                            |  |
|----------------------------|--|
| <b>Frontage</b> (length m) |  |
| <b>Depth</b> (width m)     |  |
| <b>Structure</b>           |  |

**Description of your stall**

**Please provide details of what you will be selling/displaying/promoting?**

**Checklist:**

- I have read and fully accept the terms and conditions stated herein; YES  NO
- I have attached my public liability insurance declaration YES  NO
- I have filled in my temporary food stall application form YES  NO  N/A
- I have clearly addressed that I will or will not be providing my own equipment to the Event Organisers YES  NO

|                                  |  |       |  |
|----------------------------------|--|-------|--|
| Signature<br>of applicant:       |  | Date: |  |
| Full Name:                       |  |       |  |
| Organisation/<br>Business/Group: |  |       |  |

## Welcome to Newman 2022

### Stall Holder General Terms and Conditions

#### Before the event

- Notification of non-attendance is required at least 48 hours in advance.
- All electrical leads, appliances and equipment must be certified and tagged by a qualified electrician (in compliance with OHS standards).
- Any promotional materials or advertising that pertain information about this event MUST be prior approved by the Event Coordinator.
- A temporary food stall permit must be acquired through Environmental Health Department. All stalls must comply with the Health and safety requirements in place.

#### Set up

- Welcome to Newman event hours are from 4 pm until 8:30pm on Saturday, 19<sup>th</sup> February 2022 on Emu Oval.
- Stall holders are responsible for suppling, erecting and dismantling their own shades and stalls.
- Vehicles are NOT permitted on the venue except with the prior approval from the Event Coordinator. We will not admit to the venue any vehicle which may through its nature, or weight, cause damage to the roads, carpark or any other part of the venue.
- Stalls must be erected in allocated positions with displays kept within the allocated space.
- Stall holders are to provide their own tables, chairs and weather protection and equipment for sufficient operation of your stall. Staff will not be responsible for sourcing materials or equipment that you have not supplied. i.e.; shades, tents, hammers, tape etc.
- Spikes, tent pegs etc. may NOT be driven into the ground in some venue locations due to reticulation. Stall holders must provide their own weights or methods for securing shelters in their allocated area i.e. Sandbags, weights, etc.

#### During Event

- Stall holders must remain onsite for the duration of the event with one person allocated with overall responsibility.
- Group or Company trading name must be clearly marked on the stall.
- Stall holder may not conclude trading until 8:30pm
- Stall holders have the responsibility under the Occupational Health and Safety Act to ensure the health, safety and well-being of all whom come in contact with their site.

- The stallholders and his or her employees/volunteers will at all times comply with the rules and regulations of the event including those contained in the stall holders event kit and will abide by all instructions issued by staff- relative to the use of the site occupied.
- **For safety reasons, no stalls will be permitted to sell cap guns, fireworks or toys with firing ability. Nor is chewing gum, offensive material, water pistols or any other article that would cause annoyance or offence to the public.**

### **Liability**

- The Shire of East Pilbara will not be responsible for any accident which may be caused through or by the store holder or which may happen in connection with his or her business; the store holder shall deem the Event Coordinator harmless and indemnify it against any legal proceedings arising from any such accident.
- Any damage done to the roads, ground or buildings by the stall holder must be made good by the stall holder to the satisfaction of the Event Coordinator.
- The Shire of East Pilbara will not be responsible for any loss or mis-delivery of exhibits/items at the event or for any damage done there to. Stallholders are responsible for insuring their own property and stock.
- Stallholders must comply with statutory insurance requirements (public liability).
- The Shire of East Pilbara cannot be held responsible for cancellation of the event due to adverse weather conditions or natural phenomenon.