

# STALL HOLDER & EXHIBITOR BOOKING AGREEMENT

'National Youth Week Launch'

4.00pm – 10.00pm Friday April 1<sup>st</sup>, 2011

Reddacliff Place/Brisbane Square & Queen St Mall, Brisbane QLD

**You MUST reply to this booking form in order to confirm your agreement to the conditions set out herein.**

Please email Lisa Lennon ([lisa.lennon@brisbane.qld.gov.au](mailto:lisa.lennon@brisbane.qld.gov.au)) to confirm you have read this agreement and you agree with the terms and other information that follows. A physical copy of this document will be made available for your signature upon arrival at the Reddacliff Place/Brisbane Square site.

## Terms:

1. You will follow the direction of event staff including site manager and the market stall manager.
2. Smoking is not permitted in your stall.
3. The sale of food/drinks and second hand goods are prohibited.
4. No offensive items, props or clothing permitted. No nudity or sexual representations permitted.
5. Dangerous, explosive, or flammable items are not permitted.
6. You must ensure that your equipment or stock is handled safely, for the protection of you, your assets, and the general public.
7. The market area, including your designated marquee, should be kept clear of items likely to cause tripping hazards to staff, the audience, and the public. Boxes, cases, leads, and trolleys should be neatly organised in a safe manner.
8. There is restricted vehicle access to Reddacliff Place/Brisbane Square, strictly for the purpose of load in and load out. Please contact Lisa Lennon ([lisa.lennon@brisbane.qld.gov.au](mailto:lisa.lennon@brisbane.qld.gov.au)) if you require vehicle access no later than Wednesday 30<sup>th</sup> March.
9. We require you to load in and out at the designated times as we have a lot of vehicles and traffic to manage, and we need to ensure the safety of pedestrians.
10. You need two people minimum at your stall. This is to ensure that you can take breaks and have a greater level of safety.
11. In case of wet weather, event staff will determine the level of risk to people and equipment. The wet weather contingency plan will be included in initial briefing upon arrival at the site office.
12. There is no cost to you for the stall; we will also supply tables and chairs.
13. The National Youth Week Launch is strictly a drug and alcohol free event. Your stall will be cancelled and you will be asked to leave immediately if you are under the influence.
14. You are required to manage your own rubbish and site in a way that is environmentally conscious. No plastic bags allowed.
15. You will need to provide your own table cloths (trestle tables are 1.8 x 75cm) and signage. We would really love your stall to be decorated and add to the festival energy.
16. There is no water available at your site. Please contact Lisa Lennon ([lisa.lennon@brisbane.qld.gov.au](mailto:lisa.lennon@brisbane.qld.gov.au)) if this presents an issue.

17. If you are an incorporated community group or organisation with a stall on the day, it is expected that your staff and volunteers all have the appropriate working with children blue cards and are under your supervision in terms of working appropriately with young people and the community.

## EVENT INFORMATION

### ON THE DAY

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Stallholders will have access to Reddacliff Place/Brisbane Square between 1.30pm and 3.30pm for the purposes of load in and setup. Upon arrival at Reddacliff Place/Brisbane Square, stall holders are asked to report to the **Event Site Office** where;

- A copy of this document will be made available for you to sign.
- A Brisbane City Council media release form, will be made available for you & your staff/volunteers to sign
- Updated site information & weather contingency plan and,
- Site induction.

The National Youth Week Launch commences at 4pm and closes at 10pm. Bump-out of stalls will occur between 10.00pm & 11.00pm.

### LOAD IN/LOAD OUT ACCESS

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Vehicle access to the Reddacliff Place/Brisbane Square site is tightly regulated and only permitted by application. Should you require vehicle access to the Reddacliff Place/Brisbane Square site for the purposes of load in and load out, please contact event co-ordinators not late than Wednesday 23<sup>rd</sup> March to arrange permits.

### PARKING

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Parking is located at the King George Square car-park, located directly beneath Square and can be accessed via Ann Street. If your group requires a carpark, please contact Lisa Lennon ([lisa.lenon@brisbane.qld.gov.au](mailto:lisa.lenon@brisbane.qld.gov.au)) and one (1) parking voucher for King George Square Carpark will be allocated to you on the day

### INSURANCE

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For the purposes of this event you are classified as a volunteer. This means there are two types of insurance that cover you through Brisbane City Council.

- Public Liability Insurance protects you against the cost of paying for injury or damage you accidentally cause to others.
- Personal Injury Insurance covers some of the expenses incurred by people who injure themselves whilst undertaking duties as volunteers.

Please note that any damage caused to others by your equipment/stock is **NOT** covered by BCC insurance. We cannot provide cover for any loss or damage to your equipment/stock or responsible for financial risk associated with your stall. IE. loss of sales, damaged stock, or theft etc.

## REFRESHMENTS

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Please bring your own refreshments, including bottled water.

## PHOTOGRAPHY

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As this is a free public event in a public space, please be aware that we are unable to stop anyone from the general public from taking photographs via camera or mobile phone. You are free to take your own photographs.

It is expected that the media will attend on the day. This is coordinated through Brisbane City Council's Media Team.

There will be event photographers present at the event, documenting the proceedings.

## HEALTH AND SAFETY

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The health and safety of artists, staff, volunteers, audiences, and the general public are of utmost importance, and is everybody's responsibility.

We request that you notify the event staff if you notice any potential hazards, and report any instances. There will be first aid services on site, and event staff will have procedures in place for medical or environmental emergencies. Please follow their advice and direction.

Please be aware that Reddacliff Place/Brisbane Square is an outdoor space and sun smart practises (hat, SPF 30+ sun block etc) are suggested. There will be live music played throughout the day at the event and we encourage the use of earplugs to minimise noise exposure.

## IN CLOSING

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The National Youth Week Launch is a drug & alcohol free event, catering to the whole of the Greater Brisbane Community. If you have any questions, queries or concerns, please do not hesitate to contact event co-ordinator Lisa Lennon ([lisa.lennon@brisbane.qld.gov.au](mailto:lisa.lennon@brisbane.qld.gov.au)) to discuss before the day

**Please remember to email [lisa.lennon@brisbane.qld.gov.au](mailto:lisa.lennon@brisbane.qld.gov.au) to say that you have read and agreed to this contract.**