



Horse Expo
info@horseexpo.com.au
www.horseexpo.com.au
 0468 685 620

VENDOR DETAILS

Company/Organisation	
Contact Name	
Postal Address	
Email	
Contact Number	
Important Information about company/organisation	

Is your Organisation a not-for-profit organisation based in the Moreton Bay Region? Yes No

Would you like to receive information about upcoming events from Moreton Bay Regional Council and QSEC? Yes No

Vendor Category	
Products Sold	

SITE REQUIRED

Indoor Site

3 x 3	\$945	
6 x 3	\$1800	
9 x 3	\$2550	
Other (Larger)	POA	
Power Required	To be advised	

Electrical requirements:

- All items requiring electricity and the amount of power the items require to operate in watts must be listed
- It is the responsibility of the site holder to provide all extension leads required to operate the site
- All leads are to be tagged and tested prior to the event
- Event organisers cannot guarantee to meet the electrical requirements listed on this application
- Confirmation of the electrical requirements provided will be stated in the confirmation letter
- Electricity may be limited so food and beverage sites will be given preference over any other sites

Watts

How many 10amp outlets do you usually operate with? _____

How many 15amp outlets do you usually operate with? _____

How many 3phase outlets do you usually operate with? _____

Outdoor Site

3 x 3	\$441	
6 x 3	\$800	
9 x 3	\$1150	
Other (Larger)	POA	
Power Required if available	TBA	

Outdoors Site Information

- The exact site size required including height, width and length including draw bar, must be listed
- The site size required will determine the allocated site

Frontage: _____ Depth: _____ Height: _____

What do you operate from? Marquee Van

List all items to be setup in the area required (i.e. caravan, marquee , vehicle etc.):

ADVERTISING OPPORTUNITIES

1/8 Page Ad	\$120	
1/4 Page Ad	\$240	
1/2 Page Ad	\$480	
Full Page Ad	\$900	
Back Cover full page Ad	\$1450	

CUSTOMER SUMMARY

This application must be received by Horse Expo at the above email or postal address above.

- All applications will be assessed on product type, uniqueness, stall size and appearance, power requirements, professionalism, environmental friendliness, and previous experience. We also take into the consideration the Event Organisers needs and requests.
- A copy of the organisation's public liability insurance to the minimum value of \$20 million
- Vendors when accepted must complete the Moreton Bay Vendor Induction prior to attending site
- Please ensure you read this application thoroughly and complete all required information.

By signing and returning this completed application form, you confirm that you have read, understood and agree to abide to the terms and conditions attached, including setup and dismantling constraints. You agree to absolve, hold harmless and indemnify the council and their officers or assigns, from any claims, actions, suits or demands from any incident, accident, injury or damage to any person, property or other caused or alleged to have been caused or sustained from our activity or the use of any equipment or property associated with your activity. You understand that by completing this application form, it does not guarantee the applicant a site.

Signed: _____

Date:_____

Name of signatory: _____

Company/organisation: _____

Terms and conditions:

1. To register as a Horse Expo Vendor, this application form must be completed, signed and returned with the listed documentation to Horse Expo.
3. All cancellations must be received in writing to the above email address.
4. All applications will be assessed on product type, uniqueness, stall size and appearance, power requirements, professionalism, environmental friendliness, and previous experience.
5. Allocation of the site will be awarded to the applicant that in the opinion of the event organisers and Horse Expo staff will best benefit the event plans and event patrons.
6. The applicant agrees to operate their stall for the duration of the operational times advised in any offer email unless alternative operating hours have been negotiated with event organisers.
7. All sites are to be erected and functional at least 15 minutes prior to the operation time as stated in email correspondence or as confirmed in the confirmation letter.
8. Dismantling may only commence after the operation time as stated on the application form or as agreed upon by a Horse Expo representative and/or the event organiser.
9. For safety reasons, vehicle access in the event site will only be permitted outside of event operating times. Vehicles requiring access to the event site outside of operating times, must consult with Horse Expo staff prior and must abide by rules set.
10. The allocated area is to be used solely for the purpose specified herein. No sub-letting will be permitted without the written permission of Horse Expo. Gambling and/or disposing of any article by lot or chance is strictly prohibited, unless authorised by Horse Expo staff. No selling, canvassing, hawking or distribution of printed or other matter will be permitted outside the area contracted.
11. Horse Expo shall have the power to enter upon the site and remove any article, sign, picture or printed matter or stop any undue noise created by a site holder, which, in their opinion may be a cause of offence to the public.
12. Site holders and their employees shall transact all business and sale of goods from their allocated floor space. It is not acceptable for site holders to encroach outside the allocated space with racks of displayed goods etc.
14. Site holders shall leave their allocated area in a clean and tidy state, removing any litter, spills, by-products or equipment from their activities. Should the site require further cleaning or removal of equipment at the conclusion of the event, this expense may be passed onto the site holder.
15. Participants must only use equipment in good sound condition, including tables and chairs for public use, and if required, equipment must display any registration certificate in accordance with regulations governing the activity. All guards and safety shields on equipment must be used at all times.
15. All electrical leads and equipment must be tagged and tested within 12 months of the event date and must have current tags showing at all times. Any lead that does not have an up to date tag will be discontinued by Horse Expo staff on the day of operation.
16. Under the Fire Safety Regulations of 2008, where a stall uses a gas or electrical appliance to cook or heat food, it is required to have a fire extinguisher for that class of fire and where a stall uses oils or fats, it is required to have a fire blanket. The extinguishers and fire blankets must have an inspection tag attached showing the last test (every six months) and a sign showing the location of the equipment within the site.
17. All leads, hoses or other trip hazards must be suitably covered to prevent any trip hazards
18. No spikes or retaining pegs may be used in any area within the event site due to underground electrical and irrigation pipes, unless permission received from HORSE EXPO staff.
19. All marquees must be adequately weighted to ensure no movement due to heavy wind etc. All weights are to be clearly marked and visible to the public to prevent hazards.
20. Warning signs are to be posted on all hazards.
21. Any fences or barriers must conform to safety standards and be secure for the intended use.
22. Any required protective clothing for the activity must be worn at all times.
23. No hazardous substances are permitted on site unless prior clearance is obtained from event organisers. If approved, all chemicals must have the appropriate material safety data sheets available and stored in appropriate containers using acceptable decanting equipment.
24. All emergency entry/exit points must remain clear and unobstructed at all times.
25. All site holders must be aware of the location of First Aid and all emergency procedures for the venue.
26. Any incidents of loss, damage or injury must be reported to HORSE EXPO staff and/or the Hirer.
29. Site area is to be kept clean and tidy at all times during the event.
30. The use of glassware is totally prohibited at Horse Expo.
31. All equipment brought into the event is to be the full responsibility of the site holder including, signage, marquees, lighting, extension cords, tables and chairs unless otherwise stated.
32. Use of amplifiers or loud speakers, including cassette players by site holders is prohibited except with prior written consent from the event organisers. Site holders are not permitted to employ, contract or programme any performer or performance without prior permission from the event organisers.
33. Council QSEC and Horse Expo shall not be held liable for the loss or damage to the site holder's property while at any site as outlined in this application form for any reason whatsoever involving the negligence of Council or its employees, representatives or said agents.
34. Should Council or Horse Expo find it necessary or expedient to cancel or postpone an event, this contract shall cease to operate upon notice to that effect signed by the Council being served to the site holder either in person or by mail and shall not be liable to the site holder for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation or at all.
35. Council and Horse Expo reserve the right to cancel this contract and to retain all monies paid in relation there to if there is in the opinion of Council or HORSE EXPO any infringement of any of the foregoing conditions and/ or if the site holder does not occupy the said space at the commencement of and during the period of the event.
36. Smoking at this event is only permitted in designated areas. Stall holders are not permitted to smoke at their allocated site
37. By signing the application form, you Authorise Moreton Bay regional council QSEC and Horse Expo to use any photograph/ videotaping taken of you site, including images of your products and staff for any publicity purposes including publications, promotional flyers, news articles, websites, newsletters and magazines