

## MARKETPLACE OR EXHIBITOR EXPRESSION OF INTEREST FORM

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NOTE: Please ensure all fields are filled in:

### Contact Details

Name: \_\_\_\_\_

Business/Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

ABN: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Goods to be sold or exhibited : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## IMPORTANT INFORMATION

- No application will be accepted without proof of your current public liability insurance. Public Liability Policy Certificate must be submitted with application
- To assist us to give you the attention you need for a successful setup, stallholders are required to set up between 2pm and 5pm on Monday 26<sup>th</sup> November or before 8am on Tuesday 27<sup>th</sup> November. Please vacate your stall by 5pm on Thursday 29<sup>th</sup> November.
- Please report to the HOSW officials before entering the event space. You will be shown where to setup your market stall by our HOSW officials.
- By booking in your arrival time and providing all special requirements in advance, we will ensure someone is able to greet you and get you setup stress free.
- DO NOT start setting up your stall without first reporting to a HOSW official. HOSW officials will relocate any market stalls attempting to/or set up in any area other than the area designated by a HOSW official.
- All stalls must remain completely set up until 5pm Thursday evening unless otherwise arranged.
- Stall holders are responsible for the security of their own equipment. HOSW are not liable for any equipment which has been lost, stolen or damaged during the gathering.
- All stall holders are responsible for the recycling/removal of all their rubbish and general waste.
- Bump out begins after lunch on Thursday 29<sup>th</sup> November.



# HEALING OUR SPIRIT WORLDWIDE

THE  
EIGHTH  
GATHERING

## HOW TO PAY

If your application is successful you will be invoiced for payment. Payment must be received in line with the payment terms outlined on your invoice.

EFT Payments:

Account Name: University of Sydney

BSB: 082 372

Account: 509448377

Accounts Receivable Email Address:

Please email details of deposit to [finance.remit@sydney.edu.au](mailto:finance.remit@sydney.edu.au)



## PUBLIC LIABILITY INSURANCE DETAILS

Please note that Insurance Cover must be from Insurance Company with an Underwriter based within Australia and recognized by the APRA (The Australian Prudential Regulatory Authority). Check to see if your Insurance Company is recognized and read information on Foreign Underwriters at: [www.apra.gov.au](http://www.apra.gov.au)

Public Liability Insurance – please attach a copy of your current Certificate of Currency to this application.

Name of Insurance Company:

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Name of Underwriter Ltd:

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Policy Number:

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Expiry Date:

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Note: If your Insurance Policy expires before the gathering, your application will not be accepted.

## MARKET STALLS Terms & Conditions

Please read the Terms & Conditions carefully. Please return a signed copy of the conditions with your completed application form.

### 1. GOODS FOR SALE

HOSW reserves the right to allow / disallow vendors to sell goods at the event.

### 2. TRADING HOURS

All Market stalls are expected to trade from 9.00 am - 5.00 pm.

### 3. PARKING & ACCESS

Bump IN procedures will be provided with your acceptance of application. These procedures must be adhered to.

### 4. STALL SIZE & LOCATION

The Market Stall area is a 3m x 3m **site space**. If you require more space please contact the Market Stall Coordinator prior to the event Bump IN to discuss requirements. Additional charge may apply. You are required to set up your stall in the most attractive way possible. It is up to the discretion of the HOSW officials to the removal of any unsightly equipment. The location of all Market Stalls is pre-determined prior to Bump IN and will be marked out prior to your arrival.

### 5. INSURANCE

All Stallholders must have their own Public Liability Insurance and Workcover if you are employing people. Copies of your current Public Liability Insurance **MUST** be submitted with your application.

There will be NO access to the site on the allocated Bump IN day unless all relevant paper work has been submitted to us by Wednesday 31<sup>st</sup> October, 2018.

Please note that any Stallholder not providing the relevant completed paperwork by the closing date will be charged a \$100.00 "late" administration fee unless prior arrangement has been made with HOSW.

### 6. RUBBISH REMOVAL

All Stallholders are responsible for the removal of ALL their rubbish and general waste. Recycling and a sustainable attitude compulsory.

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THE  
EIGHTH  
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## 7. CANCELLATION & REFUND POLICY

No refunds will be given if the Stallholder does not attend the Gathering.

## ACCEPTANCE OF TERMS & CONDITIONS

I/we \_\_\_\_\_

have read the above and agree to the **Market Stalls Terms & Conditions** attached to this application.

I/we indemnify HOSW against any and all liabilities, claims and actions that may eventuate in association with the establishment, operation and removal of any trading premises (stalls) during Healing Our Spirit Worldwide The Eight Gathering.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_