



WEEKLY SITE VENDOR EXPRESSION OF INTEREST APPLICATION

Gladstone Marina, Bryan Jordan Drive, Gladstone, Queensland 4680. Tel. 07 4972 5111

Adherence to the criteria in this form is mandatory.

Incomplete applications will be returned or not accepted. Please ensure you read instructions thoroughly.

Instructions for completing application

- By submitting this form Stallholders agree to the understanding that no specific sites are guaranteed – there will be no discussion regarding your site placement with the festival committee at any stage.
- The list of products you are requesting to sell/display/promote/giveaway must be specific. An application will be accepted based on your product list (refer to Banned Items List), so please be meticulous.
- Site application forms must be returned as early as possible, or no later than **Monday 3rd February 2025**. If your site has been accepted an invoice for the total site fees payable will be sent to you. A **deposit of \$250** will be required to confirm your placement. The remaining **site fees must be paid in full by Friday 4th April 2025 to guarantee your site.**
- All payments are to be made by Direct Credit.
- **NO pegs** are permitted on the Marina Parklands, you may use sand bags and/or water weights.
- All **electrical equipment**, including leads, must be **tested and tagged** prior to entering the festival. Please be advised that random inspections will be conducted.
- You will be required to operate for the entire duration of the festival.
- Due to size restraints not, all stalls can be accommodated. If your application is not successful, we will notify you. The committee's decision is final, and no correspondence will be entered into.
- Copies of your public liability "Certificate of Currency" and current food license must be forwarded with this application.
- An updated photo of your stall would be advantageous to acceptance of your application.
- Submit your application to:



VIA POST: PO Box 169, Gladstone, Qld, 4680



VIA EMAIL: events2@gladstonefestival.com



IN PERSON: Gladstone Festivals & Events – Gladstone Marina, Bryan Jordan Drive

CHECKLIST FOR RETURN OF APPLICATION: (Incomplete applications will **not** be accepted)

- APPLICATION FORM
- PUBLIC LIABILITY COPY
- DIAGRAM OF SITE
- PHOTO OF STALL
- FOOD LICENCE COPY

TRADING HOURS, SET UP AND PACK UP

Trading hours:

Thursday 17th April 6pm – 10:30pm
Friday 18th, Saturday 19th & Sunday 20th April 10am – 10:30pm

Please note closing time of 3pm – 5pm on Easter weekend is optional.

Set up:

Commencement: Wednesday 16th April, prior to 4pm – no sites allocated before this time
Set up completion: Thursday 17th April, prior to 4pm. If a site is vacant after this time, your site and site fees may be forfeited.

Pack up:

Commencement: Sunday 20th April at 11pm to be completed by Monday 21st April by 9am.

SITE DIAGRAM

Please include a dimensional diagram or sketch of your stall. The diagram should depict the final setup state of your site – **this is mandatory.**

- Draw bars must be shown and included if they are not removable.
- Removable drawbars need not be shown, however please indicate on the diagram which side your stall is towed from.

The dimensions shown in the diagram must include:

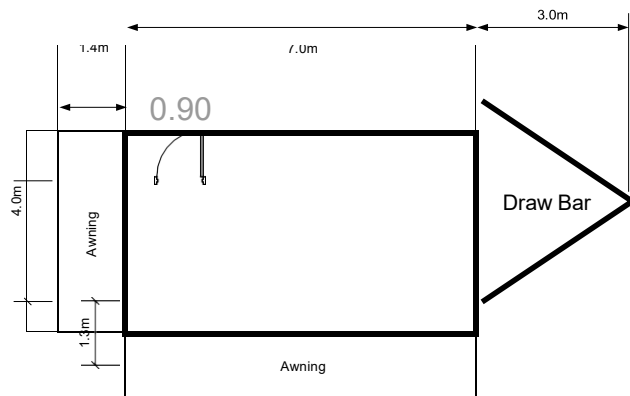
- The total space (in metres) that your site requires, including awnings, which must be open for operation, guy ropes, and draw bars.
- Front awnings should be shown but will not be included in the overall space allocation (see example calculation below).
- Side awnings are absolutely critical and must be included.

Space at the Festival site is a premium, and your site is allocated and charged based on the information provided in this application. **Failure to accurately show all space requirements on the diagram may result in your stall not being included in the Festival due to over allocation of available space and your site fees will be forfeited.**

An example of a dimensional site diagram is shown below. The overall dimensions for this

example site are: Length: 1.4m + 7.0m + 3.0m = 11.4m

Width: 4.0m (do not include front awnings in calculation)



SUPPLY VEHICLES/VANS

Supply vehicles/vans are **not** permitted to be located behind or next to stalls, unless an integral part of the stall, which will incur extra fees. All supply vehicles/vans that are part of the stall must be included in the sitediagram and the overall dimensions of the stall; standard stall meterage rates will apply.

Supply vehicles/vans which are not an integral part of your stall may be located at the Festival site in designated supply vehicle areas (DSVA) as directed by Festival staff or may be located offsite at the Gladstone Showgrounds. The rate for onsite parking and non-integral supply vehicles is as follows:

- Non-powered vehicle (located in the DSVA) – FREE
- Powered vehicle (located in the DVSA) - \$110 for the week
- Supply vehicles (located at stall site) - \$220 for the week

There is no camping permitted at the festival site, and all accommodation style vehicles (**e.g. camper, vans, caravans, Winnebago's, etc are not permitted**).

Any supply vehicles/vans not listed on your application form and included in your stall diagram WILL NOT be allowed on site and you will have to make alternative arrangements. **This is NOT NEGOTIABLE.**

ELECTRICAL POWER

All power outlet requirements are to be listed on the application form –

see below. 1 x 15A single phase

5 x 15A single

phase 1 x 32A

single phase

You will ONLY be allocated the power you have listed on your form. NO ADDITIONAL POWER WILL BE AVAILABLE.

Power requirements for on-site supply vehicles must also be listed and indicated separately on the application form.

All electrical equipment is required to be tested and tagged by a licensed electrician prior to entering the festival grounds. Please be advised that random inspections will be conducted.

LIST OF BANNED ITEMS

The following items have been banned from sale or display at the Gladstone Harbour Festival, as it is our aim to protect and attract families to our event.

- Explicit and hardcore t-shirts
- Fake cigarettes
- Fuel type lighters (zippo)
- Knives (including pen knives)
- Metal and wooden martial art nunchakus
- Playing cards (nude or lurid)
- Drug related goods (including paraphernalia - bongos, cocaine kits, etc)
- Fireworks and crackers
- Laser pointers
- Swastikas
- Stink bombs
- Pressure pack fart gas
- Shanghai's

Toy guns, except for the following are acceptable:

- Pellet guns
- Ball bearing guns
- Replica guns
- Popo downs (throwdowns)
- Spud guns
- Roll caps
- Strip caps
- Eight shot caps

PLEASE NOTE: SOFT DRINKS, WATER, FRUIT POPPERS are sold EXCLUSIVELY by the FESTIVAL COMMITTEE to go towards funding, and will not be sold by any stall at Festival

Any stall or trade exhibitor that sells any of the above banned items will be asked to stop selling such merchandise; if this request is ignored, permission to continue trading at the Festival will be withdrawn without return of any site fees paid.

ALL STALLS MUST BE TOTALLY SELF SUFFICIENT OTHER THAN REQUIRING POWER AND WATER AND MUST STAY ON SITE FOR THE DURATION OF THE FESTIVAL.

CANCELLATION POLICY AND APPLICABLE FEES

If your application is successful a tax invoice will be issued to you in the beginning of February 2025 with all site fees payable no later than **Wednesday 19th February 2025**. Please refer to the below cancellation fees that are applicable to your site booking:

MORE THAN 30 DAYS No cancellation fee
applicable 29 - 15 DAYS 25% cancellation fee
applicable
15 – 7 DAYS 50% cancellation fee applicable
7 – 0 DAYS 100% cancellation fee applicable

Please call or email Gladstone Festivals and Events as soon as possible to cancel your site application.



2025 GLADSTONE HARBOUR FESTIVAL Weekly Site Application

RECD:

Please print clearly and neatly – if we need to contact you and cannot read your details accurately you may miss out on your site booking.

No applications will be accepted without a copy of your Public Liability policy covering applicable festival dates.

Please ensure application is complete and all relevant boxes are checked.

NOTE: Placement of your site at Festival is entirely up to the discretion of Festival organisers, no site positions are guaranteed and site holders who do not abide to Festival committee’s instructions regarding their site position may be asked to leave with no refund of site fee.

A CONFIRMATION EMAIL AND INVOICE WILL BE SENT TO YOU ON ACCEPTANCE OF YOUR APPLICATION

BUSINESS & CONTACT DETAILS			
Trading Name:			
Vendors Name:			
Postal Address:			
State:		Postcode:	
Telephone:		Mobile:	
Fax:		Email:	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

CERTIFICATES & DIAGRAMS	
Public Liability Certificate of Currency copy attached	Expiry Date ___/___/___ Must cover event dates
Food License Copy attached	Site Diagram Drawing attached

STALL DETAILS	
Site space required:	FRONTAGE _____m DEPTH _____m
Note: Maximum dimensions are per your diagram. The site size given is the TOTAL amount of space you will be allocated, including supply vehicle if it is an integral part of the site.	

Description of stall setup:	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Mobile Van
Does your stall have flooring?	<input type="checkbox"/> Yes (if yes, what type?) _____ <input type="checkbox"/> No	
List of products/services (attach separate sheet if required):		

SUPPLY VEHICLE		
Size of Supply Vehicle	Location	Power Req for Supply Vehicle
Supply Vehicle can only be onsite if an integral part of your stall	<input type="checkbox"/> Stall Site <input type="checkbox"/> *DSVA	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Stall Site <input type="checkbox"/> *DSVA	<input type="checkbox"/> Yes <input type="checkbox"/> No
POWER REQUIREMENTS		
Please list power outlet requirements for your site and supply vehicle (if supply vehicle is to be maintained on site at the marina and not in the DSVA). E.g. 1 x 3 phase or 1 x 15 amp, refer page 4 of application.		
Trading Stall Power:		
Supply Vehicle Power:		

*DSVA – Designated Supply Vehicle Area

Applications MUST be received no later than Monday 3rd February 2025
Site fees MUST be paid in full by Monday 4th April 2025 to guarantee your site.

I/We have read and accept all terms and conditions, and list of banned items set out for hire of a stall site.
 I/We understand that non-compliance may result in withdrawal of site permission.

Signed: _____ Date: _____

Print Name: _____



OFFICE USE ONLY

Policy Enc:	Size/Power	Pricing (incl. GST)	Total Cost
Stall			
Supply Vehicle Powered in DSV			
Supply Vehicle Located with Stall			
Power Required			
SITE FEE TOTAL			

Total Cost: \$	Inv date sent:	Total Paid: \$
Discount Applied:	Receipt #:	Date Paid:
Method Paid:	Processed By:	
Notes:		