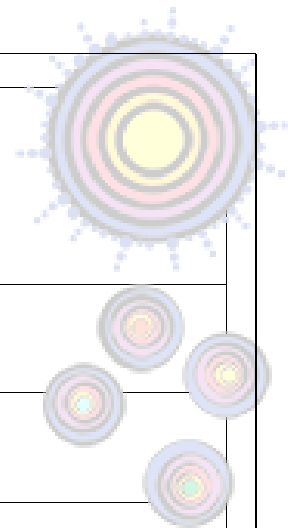


**Registration Form for Stalls at the
NAIDOC 2018 Family Fun Day – Tarntanyangga (Victoria Square)
Friday 13th July 2018 - 11.00am – 3.30pm**

Registrations are only confirmed once you have received an invoice and confirmation email
Please sign and return the terms and conditions below



Name of organisation (This name will go on the front of your stall):

Contact Person:

INVOICING DETAILS:

Organisation / Business Name to be invoiced: _____

Contact Person: _____ Phone _____

Address _____

Email _____

Payment terms (circle) EFT CHEQUE **All invoices need to be paid for before Friday 15 June 2018**

Stall details: (What will you be displaying, please include any special requirements)

Please see costs for stalls below. Furniture is also available for hire on the day – please note only 2 trestles will fit in a 3m stall

EQUIPMENT	ORDER	PRICE
White Chairs \$2.70 each		
Trestles \$11.50 each		
TOTAL		\$

**** PLEASE CHECK ON THE DAY THAT YOU ARE SETTING UP IN THE RIGHT STALL AS THEY WILL BE NAMED WITH THE ORGANISATION YOU BOOK WITH ****

Stall Holders will be able to set up from 7.30am – 10.30am. All stalls need to be set up by 10.30am

COST: \$450.00 per stall for Government Departments & NGOs
\$200.00 Aboriginal organisations

Please tick which category your organisation is to be invoiced for			
Government Department & NGO's		Aboriginal Organisation	

Please note that NAIDOC does not derive a profit from charging stallholders. The charge covers the cost of providing event infrastructure.

REGISTRATION PROCESS:

Please email all booking sheets to sanaidoc@gmail.com. Your registration will be confirmed by email followed by an invoice to your organisation. All invoices will need to be paid to secure your stall and requirements.
Any queries regarding stall holders & registrations please email sanaidoc@gmail.com.

PARKING: Limited parking spaces available on Fullarton Road. Please note that parking restrictions apply in all side streets surrounding the event. One car per organisation will be allowed to load and unload on site until 10.00am. Each vehicle will need to sign in and out on arrival and departure.

Terms and Conditions for Stall holders
NAIDOC 2018 Family Fun Day – Tarntanyangga (Victoria Square)
Friday 13th July 2018 – 11.00am – 3:30pm

Application Process

1. Please read terms and conditions thoroughly before returning registration form
2. By signing the above registration form you are agreeing to the terms and conditions set out in this document
3. Complete the registration form and email to sanaidoc@gmail.com or call 0422 023 055 for alternative method
4. Upon submitting your registration you will receive an email or phonecall within 2 business days to advise that your registration has been received. If you do not hear from the NAIDOC SA committee within 2 business days after submitting your form please email sanaidoc@gmail.com
5. Please note that submission of registration form DOES NOT guarantee a stall at the event. The event coordinator will confirm your registration by sending out a confirmation email and an invoice to your organisation. Until this is received there is no booking in place
6. If your registration is unsuccessful you will be notified within 2 business days and your organisation/service will be placed on a waiting list in case of cancellation

Information about registering for a stall

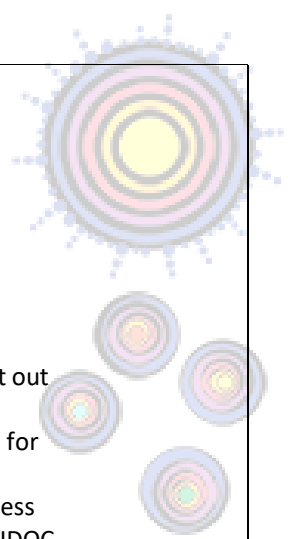
1. Full payment details must be included on your registration form. No applications will be allocated without this information
2. Payment methods are cheque or eft
3. The registration process is first in first served basis due to the limited number of stalls that we have available
4. Event organisers have the right to decline registrations received by formally writing to the applicant detailing why the registration has been declined

Information for Stall holders on the Event Day

1. Specific information about access to Tarntanyangga (Victoria Square) to be sent out 2 weeks prior to event via email to all stall holders. Please call Scharlene Lamont 0430 943 530 if you do not receive this email by COB **Friday 22nd of June 2018**. **Please note NAIDOC SA there is no onsite parking. Please take this into account before booking.**
2. Stall holders must ensure that they check the name on their stall before setting up. The event coordinator will have the right to remove all materials if set up in the wrong place.
3. Stallholder locations will be allocated by the committee and event coordinator. Unfortunately due to site logistics and planning no allocations can be requested.
4. Stallholders must be set up and ready for operation by 10.30am
5. Stall holders will not be permitted to leave the event until 3.30pm for the safety of the public and to minimise disruption to other stall holders
6. **ABSOLUTELY ALL RUBBISH** must be removed from your stall or stall holders will be charged a **CLEANING FEE** at the end of the event. A cleaning fee of **\$45 will be invoiced to your organisation** should sites be left untidy on departure

Cancellation of stall

7. Stalls can be cancelled after your registration has been confirmed by phoning or emailing sanaidoc@gmail.com or 0430 943 530.
Please note – cancellation must be made by the **Friday 15th June 2018** or full fees apply



Please note –

An email will be sent to all stall holders by Friday 22nd June 2018 informing them of the following. This information will not be available until this date:

1. Site information
2. Any updated event information
3. Any changes to terms and conditions

Please sign to acknowledge these terms and conditions

Signature _____

Organisation _____

Date __ / __ / __

Thank you for your interest in becoming a stall holder at our event. We trust the event will once again be a great success and we look forward to celebrating NAIDOC week with you all.

NAIDOC SA COMMITTEE 2016

**** PLEASE NOTE – NAIDOC SA are now an incorporated committee. Details are as follows:**

NAIDOC SA

ABN: 579 902 68152

BANKING DETAILS:

BANK: ANZ

ACCOUNT NAME: NAIDOC SA

BSB: 015 140

ACCOUNT: 291406835

- NAIDOC SA WILL NOT TAKE RESPONSIBILITY FOR PAYMENTS MADE TO PREVIOUS ACCOUNTS. THESE PAYMENTS WILL NEED TO BE RECOUPED BY THE PAYEE ONLY.
- Please quote your business name / invoice number when paying NAIDOC SA invoices
- Please send remittance advise via email: sanaidoc@gmail.com

OFFICE USE ONLY:

Date received: _____

Invoice sent: _____

Location _____

