

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

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

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

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Site size required: (Front of stall) \_\_\_\_\_ m x \_\_\_\_\_ m (Depth)

Access to Power required:  Yes  No

Type:  10Amp  15Amp  3 Phase

Do you require access to Grey Waste?:  Yes  No

### EXHIBITOR TYPE

Please select one of the following:

**Food Stall**

Please attach your proposed event menu with the costs of food/drink items and your current Department of Health certificate.

**Event Activity or Education Provider**

Please attach a description of your display/activity.

**Merchandise Stall**

Please attach a list of the types of products that will be sold and their RRP.

**Live Performance and Information stall**

Please attach a description of your performance and information about your group (*including space required, flooring and sound/lighting requirements*).

**Performance only**

Please attach a description of your performance and the number of people and any requirements (*including space required, flooring and sound/lighting requirements*).

**Art Stall (Including hobbyists)**

Please provide a general description of your pieces and the price range of the pieces to be sold. Please include a website or social media page of where your pieces can be viewed online.

Applicants are encouraged to include photographs of their food, set-up or activity to assist with assessing each application.

By signing this application form, the applicant agrees that the information provided is correct, current and they agree to comply with the terms and conditions outlined on page 2.

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

### TERMS AND CONDITIONS OF APPLICATION

#### Application Process

Expressions of Interest will be reviewed by Geekfest Top End organisers and all successful and unsuccessful applicants will be notified in writing by Thursday 21 February 2019. The allocation of sites is at the discretion of the Geekfest Top End organisers and will be provided to successful applicants by the end of May 2019.

#### Operating Times

All sites are to be fully operational from 4pm to 9pm. Food vendors located in Goyder Square can commence trading at 3.30pm. Activities are not to be packed up or closed prior to 9pm.

#### Insurance

All exhibitors must hold current public liability insurance for the event. Please forward a copy of your Certificate of Currency with your application. The City of Palmerston accepts no responsibility for any damages or theft that may occur to equipment or items used or displayed during the event.

#### Environmental Health

Any business that sells food in the Northern Territory must be registered with the Northern Territory Government - Department of Health. Please forward your food registration certificate with your application.

#### Vehicles and Traffic Management

All vehicles are to be removed from the event site by 3.30pm and no vehicle movement will be permitted within the event zone until 9.15pm.

#### Ochre Cards

All staff and volunteers providing or supervising activities at the event must hold a valid NT Working with Child Clearance (*Ochre Card*). Food Vendors are not required to hold Ochre Cards. More information on Ochre Cards can be found at [www.nt.gov.au](http://www.nt.gov.au)

#### Power

All electrical equipment must be tested and tagged.

#### Gas and Fire


All gas bottles must be fitted with safety valves and stored appropriately. All food vendors with deep fryers must be fitted with fire extinguishers and a fire blanket.

#### Equipment


All exhibitors must provide their own equipment (*including but not limited to shade structures, lighting, power cords and power cord covers, trestle tables and chairs*) for the operation of their stall or activity at GeekFest Top End.


**Expressions of Interest close on Monday 11 February 2019.**  
**Completed forms and supporting documents should be emailed to**  
[palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

PLEASE RETURN COMPLETED FORM TO - CITY OF PALMERSTON

 In Person: Recreation Centre, 11 The Boulevard, Palmerston

 PO Box 1 Palmerston NT 0831  [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

 8935 9919

 8935 9900

The City of Palmerston complies with the information Privacy Principles contained in the *Information Act* (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au).