



CountryLink Parkes Elvis Festival

11th-15th January 2012

Elvis Revival Inc. PO Box 611 PARKES NSW 2870
Festival Enquiries Ph: (02) 6862 6000 Fax: 02 6862 1023
Market enquires Ph: (02) 6862 6000 OR 0403 125 468
ABN 72 418 517 013

www.parkeselvisfestival.com.au

Dear Trader,

RE: CountryLink Parkes Elvis Festival Market Stalls

On behalf of Elvis Revival Inc I would like to invite you to participate in the "Elvis in the Park Markets at the 2012 CountryLink Parkes Elvis Festival".

The markets stalls will be located once again in Cooke Park and will operate over 3 days & 2 nights, as of Friday 13th, Saturday 14th and Sunday 15th January 2012.

Please note: Cooke Park is an **alcohol free zone**.

Please make sure you read ALL attached documentation.

There are to be **NO raffle selling** in Cooke Park other than the official Elvis Festival Raffle.

Please find enclosed your Registration form. **Registration forms, full payment and Insurance papers are required y no later than 9.00am Monday the 14th November 2011.**

Please note **NO** bookings will be accepted after 9.00am Monday the 14th November 2011 and NO booking will be accepted without completed Registration form, correct fee and current Insurance document.

Please note that completing a Registration form does not guarantee a site. Confirmation will be provided.

Kind Regards

Sarah Gillogly

Markets Coordinator for the 2012 CountryLink Parkes Elvis Festival



Inland Tourism Awards

Festivals and Events **2010**





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Markets Operating Hours:

Friday 13th January 9.00am - 9.30pm
Saturday 14th January 9.00am - 9.30pm
Sunday 15th January 9.00am - 4.00pm (close)

Market Location:

Cooke Park (Corner of Clarinda, Short & Welcome Street), Parkes town centre.

NO ALCOHOL IS PERMITTED TO BE BROUGHT INTO OR SOLD IN COOKE PARK. THIS IS AN ALCOHOL FREE ZONE.

Site Fees:

For full breakdown of the fees and site sizes please refer to your **VENDOR REGISTRATION FORM**. No refunds will be issued for cancellations received after the 5th DECEMBER 2011. Any & all cancellations must be received in writing.

Allocation of sites:

The allocation of sites is at the sole discretion of the Market & Cooke Park Coordinator. Market stall holders will be advised of their site location after the deadline for registrations, via confirmation letter and at bump in you will be shown where your site will be.

BYO stalls/tents:

The organizers **MUST** be informed whether your stall/tent is freestanding or pegged, due to shallow power & gas lines in Cooke Park, as part of your registration requirements you must inform us. All food stall/tents **MUST** be made from smooth, impervious material. Hessian is NOT PERMITTED and it must comply with Food Safety guidelines.

Bump In & Bump Out Times:

Stall holders may put up their marquees ONLY Thursday afternoon/night- (you will need to contact Sarah to make sure of your site number first). No stock is to be placed at sites until Friday. Stall holders may commence setting up from 6.00am Friday the 13th January, they must be completed by no later than 8.30am.





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Or stall holders who arrive Saturday 14th January can commence setting up from 6.00am Saturday and they must be completed by no later than 8.30am.

Please select which day you will be bumping in on your registration form. On arrival, stall holders **MUST** report to the information booth located in the centre of the park. A site layout map will be located at this booth, with festival organizers on hand to direct you as required.

Stall holders may commence final pack-up from 2.00pm on Sunday 15th January. Otherwise all stall holders **MUST** commence final pack-up from 4.00pm (the advertised market closing time) and **ALL** sites **MUST** be vacated by 6.30pm Sunday 15th January.

Payment & Public Liability:

Full payment and proof of a current stall holder's public liability is required by no later than 9.00am Monday 14th November 2011. **There will be no exceptions to this time or date.**

Safety Policies:

No smoking or open flame devices permitted under tents and must not be accessible to the public.

Approved and checked electrical cords only and they **must be covered with acceptable matting** or securely elevated.

Units that produce grease laden vapors must have an approved suppression system, proper identification is required.

All other cooking and food preparation type units **MUST** have an approved extinguisher on-site. All propane tanks must be secured and comply with appropriate liquid fuel handling regulations.

Health Requirements:

Stall holders & food handlers will be provided with a copy of the "Elvis in the Park" Health Requirements information sheet at the time of confirmation of booking. All food handlers **MUST** also comply with the NSW FOOD AUTHORITY GUIDELINES which can be downloaded from www.parkeselvisfestival.com.au or contact the Markets Coordinator for more information. Stall holders **WHO DO NOT COMPLY** with the regulations will be requested to cease operating and **NO** refund of site fees will be made available.





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Security & Camping:

24hr security will **MONITOR ONLY** the Cooke Park site. Responsibility for the security of your stall as a whole and the items within the stall remains the responsibility of the stall holders. Stall holders must secure and/or pack away goods on Friday & Saturday evening.

Due to Council regulations, **CAMPING IS NOT PERMITTED IN COOKE PARK**. Any stall holder found camping or to have been camping will be requested to cease trading and required to vacate their site. **NO REFUNDS** for the site will be provided. A full range of accommodation options are outlined on the website www.parkeselvisfestival.com.au including Home Hosting or by contacting the Parkes Visitor Information Centre: (02) 6862 6000.

Power Requirements:

If you require power to be provided **YOU MUST** indicate on your booking. Generator power supply are 20kva, if you require more than 20kva you must advise as there **WILL BE AN ADDED COST** for bigger generator. If you require more power than a 20kva and fail to advise us on your booking form and don't say anything until you arrive. **YOU** will be charged the full cost of the generator hire.

Marquee Hire:

Smaller sites that request marquees are provided with popup ones that **DO NOT** have sides on them, you will need to provide tarps if you wish to cover your sides.

Larger ones will come with sides **ONLY** no front panel, again if you wish to lock it up, you will need a tarp to cover the front.

Please note that the supplied tents fit within the measured site size they do not go from direct corner to direct corner.

Contact details for Markets Coordinator:

Sarah Gillogly

M: 0403 125 468

P:(02) 6862 6000

E: sarah.gillogly@parkes.nsw.gov.au

PO Box 611

Parkes NSW

2870



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ELVIS IN THE PARK MARKETS 2012

FOOD VENDOR REGISTRATION FORM

Markets in Cooke Park:

9.00am - 9.30pm Friday 13th January

9.00am - 9.00pm Saturday 14th January

9.00am - 4.00pm Sunday 15th January

(PLEASE PRINT CLEARLY & MAKE SURE ALL SECTIONS ARE FILLED IN).

Contact Person: _____

Business Name: _____

Address: _____

Phone: _____ On site Mobile: _____

Email: _____

Where you a vendor at last year's festival: YES/NO

If YES what was your site number: _____

FOOD VENDING SITE LOCATIONS: Site placement is SOLEY at the MARKET coordinators discretion. NO special preference or guarantees will be provided to **any vendor**.

Bump in Friday starts at 6.00am

Setup must be completed 8.30am on Friday

OR

Bump in Saturday starts at 6.00am

All Setup must be completed by 8.30am on Saturday

Pull-down must be completed by 6.30pm Sunday & sites vacated

BUMPING IN: FRIDAY/SATURDAY

YES, PROOF OF MY CURRENT PUBLIC LIABILITY
INSURANCE IS PROVIDED WITH THIS BOOKING FORM

Please select your location SIZE according to the size of your Vending Unit/Set up. Please note Sizes indicated at the **MAXIMUM** size permitted. Please ensure that your unit does not exceed the size indicated. Site size must include ALL preparation area required as well.

- 4.0m X 4.0m - Site only (\$450.00 including GST)
No: Sites required: _____
- 4.0m X 4.0m - with a marquee included (\$600.00 including GST)
No: Sites required: _____
- 4.0m X 4.0m - Site only
LOCAL COMMUNITY GROUPS only (\$150.00 including GST)
No: Sites required: _____
- 4.0m X 4.0m - with a marquee included
LOCAL COMMUNITY GROUPS only (\$250.00 including GST)
No: Sites required: _____
- 6.0m X 6.0m - Site only (\$675.00 including GST)
No: Sites required: _____
- 6.0m X 6.0m - with a marquee included (\$825.00 including GST)
No: Sites required: _____
- 6.0m X 6.0m - Site only
LOCAL COMMUNITY GROUPS only (\$225.00 including GST)
No: Sites required: _____
- 6.0m X 6.0m - with a marquee included
LOCAL COMMUNITY GROUPS only (\$325.00 including GST)
No: Sites required: _____
- Food Van/Rig over 6 metres to max 10 meters (\$900.00 including GST)
Required set up on the road side only
STATE SIZE OF SET UP: _____ . MUST provide a photo of van/rig.
- Food Van/Rig under 6 metres (\$825.00 including GST)
(NOTE may have to set up on the road side)
STATE SIZE OF SET UP: _____ . MUST provide a photo of van.
- ACCESS TO POWER REQUIRED (\$150.00 including GST)
2 outlets per vendor permitted. YOU MUST bring at least a 150ft extension cord with you. All cables/cords MUST BE TAGGED AND CHECKED.

If providing your own marquee (you must indicate one of the following)

- FREESTANDING
- PEGGED



ELVIS IN THE PARK MARKETS 2012

RETAIL REGISTRATION FORM

Markets in Cooke Park:

9.00am - 9.30pm Friday 13th January

9.00am - 9.00pm Saturday 14th January

9.00am - 4.00pm Sunday 15th January

(PLEASE PRINT CLEARLY & MAKE SURE ALL SECTIONS ARE FILLED IN).

Contact Person: _____

Business Name: _____

Address: _____

Phone: _____ On site Mobile: _____

Email: _____

Where you a vendor at last year's festival: YES/NO

If YES what was your site number: _____

SITE LOCATIONS: Site placement is SOLEY at the MARKET coordinators discretion. NO special preference or guarantees will be provided to **any vendor**.

Bump in Friday starts at 6.00am

Setup must be completed 8.30am on Friday

OR

Bump in Saturday starts at 6.00am

All Setup must be completed by 8.30am on Saturday

Pull-down must be completed by 6.30pm Sunday & sites vacated

BUMPING IN: FRIDAY/SATURDAY

YES, PROOF OF MY CURRENT PUBLIC LIABILITY INSURANCE IS PROVIDED WITH THIS BOOKING FORM

Please select your location SIZE according to the size of your Vending Unit/Set up. Please note Sizes indicated at the **MAXIMUM** size permitted. Please ensure that your unit does not exceed the size indicated. Site size must include ALL preparation area required as well.

- 4.0m X 4.0m - Site only (\$450.00 including GST)
No: Sites required: _____
- 4.0m X 4.0m - with a marquee included (\$600.00 including GST)
No: Sites required: _____
- 4.0m X 4.0m - Site only
LOCAL COMMUNITY GROUPS only (\$150.00 including GST)
No: Sites required: _____
- 4.0m X 4.0m - with a marquee included
LOCAL COMMUNITY GROUPS only (\$250.00 including GST)
No: Sites required: _____
- 6.0m X 6.0m - Site only (\$675.00 including GST)
No: Sites required: _____
- 6.0m X 6.0m - with a marquee included (\$825.00 including GST)
No: Sites required: _____
- 6.0m X 6.0m - Site only
LOCAL COMMUNITY GROUPS only (\$225.00 including GST)
No: Sites required: _____
- 6.0m X 6.0m - with a marquee included
LOCAL COMMUNITY GROUPS only (\$325.00 including GST)
No: Sites required: _____
- Food Van/Rig over 6 metres to max 10 meters (\$900.00 including GST)
Required set up on the road side only
STATE SIZE OF SET UP: _____ . MUST provide a photo of van/rig.
- Food Van/Rig under 6 metres (\$825.00 including GST)
(NOTE may have to set up on the road side)
STATE SIZE OF SET UP: _____ . MUST provide a photo of van.
- ACCESS TO POWER REQUIRED (\$150.00 including GST)
2 outlets per vendor permitted. YOU MUST bring at least a 150ft extension cord with you. All cables/cords MUST BE TAGGED AND CHECKED.

If providing your own marquee (you must indicate one of the following)

- FREESTANDING
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Description of goods/items to be sold: _____

THE FOLLOWING MUST BE SUPPLIED IN ORDER FOR YOUR REGISTRATION FORM TO BE CONSIDERED:

- (1) Copy of current liability insurance (must be valid for the festival weekend)
- (2) Completed filled in registration form
- (3) Photo of site set up/van/rig etc
- (4) Full payment, by either cheque or money order - If you need to pay by direct debit, please contact Sarah Gillogly 0403 125 468.

We would like to inform you that submission for consideration as a vendor at our Festival is **not a first come serve basis**.

Dead line to have ALL required documents and full payments will be **9.00AM MONDAY 14th NOVEMBER 2011**.

There will be NO exceptions to this deadline date and time, so please do not ask for one as you will not be given one. To avoid disappointment please make sure you get all the required information and payments in BEFORE this date.

COOKE PARK IS AN ALCOHOL FREE ZONE