

THE WILLIAMS GATEWAY EXPO

FOOD VENDORS & GOURMET FOOD MARQUEE

SITE APPLICATION FORM

SATURDAY 14th APRIL, 2018

CONDITIONS APPLYING TO EXHIBITORS

- 1. Applications must be submitted with payment & received by Saturday 7th April 2018*
- 2. Exhibitors to be set up by 10am & not to be removed prior to 5pm*
- 3. There will be no refund for failure to appear.*
- 4. Upon receipt of your site application form & fee a letter of confirmation will be sent to you outlining all you need to know with things 'Expo', incl maps, accommodation, parking etc*
- 5. Please ensure all boxes, packaging materials etc are either kept neatly under tables or we are happy to store them for you for the day should you request it.*
- 6. Exhibitors **MUST** accurately stipulate the amount of power needed per site & note that we are only able to supply a max. of 10amps - those exceeding their agreed power usage may face relocation or cancellation of site without refund*
- 7. Unfortunately, we are unable to assist with supplying change to site holders, therefore we request that an adequate amount of change is brought along for your use on the day.*
- 8. If paying by direct debit, please email your receipt details as confirmation of payment*
- 9. Direct Debit Details: **Williams Gateway BSB: 016 770 Acc # 1104 11433***

*Please return Application Form with the correct fee to the below address by no later than
Saturday 7th April 2018.*

Cheques to be made payable to Williams Gateway Expo.

Direct Debit details above:

Williams Gateway Expo 2018

CONTACT NAME:

COMPANY NAME (if applicable):

ADDRESS:

TELEPHONE:

FAX:

EMAIL ADDRESS:

PRODUCT DESCRIPTION:

**PLEASE ATTACH A COPY OF YOUR INSURANCE INFORMATION AS WELL AS
CERTIFICATE OF REGISTRATION OF A FOOD BUSINESS**

Site Required	Price	Qty	Total
Large Trade Site – Longer than 6m (Commercial)	\$110.00		
Medium Site – 6x3m (Commercial)	\$60.00		
Regular Site – 3x3m (Commercial)	\$55.00		
Regular Site – 3x3m (Non-Commercial)	\$40.00		
Self-Contained Coffee/Ice-cream Van (Commercial) – no larger than 6x3m	\$60.00		
Do you require the use of trestle tables	\$20.00		
Do you require Chairs	\$5.00		
NB: If chairs or trestles are not ordered, we may not be able to supply on the day			

Please advise of any additional site requirements, questions or feedback you may have.

Food Stall Coordinator:

Jo Macnamara

Mob: 0417 913 887

Email: jo.westmere@bigpond.com