

THE WILLIAMS GATEWAY EXPO

MARKET SITE APPLICATION FORM

SATURDAY 14th APRIL, 2018

CONDITIONS APPLYING TO EXHIBITORS

1. *The size of a general market site is 3 x 3m - please stipulate should you require a larger space & site fees will be charged accordingly.*

2. Site Charges are:	Early payment option (Received by 30/3/2017)	Payment on the day
Covered Trade Site (Commercial)	\$100.00	\$150.00
Outdoor Trade Site (Commercial)	\$60.00	\$110.00
Covered Market Site (Non-Commercial)	\$60.00	\$110.00
Outdoor Market Site (Non-Commercial)	\$40.00	\$90.00

3. *Applications must be submitted with payment & received by Friday 6th April 2018*

4. *Exhibitors to be set up by 10am & not to be removed prior to 5pm*

5. *There will be no refund for failure to appear.*

6. *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*

7. *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.*

8. *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*

9. *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.*

10. *If paying by direct debit please email your receipt details as confirmation of payment*

11. **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
Friday 6th April 2018.*

*Cheques to be made payable to Williams Gateway Expo.
Direct Debit details above:*

CONTACT NAME:

COMPANY NAME (if applicable):

ADDRESS:

TELEPHONE:

FAX:

EMAIL ADDRESS:

PRODUCT DESCRIPTION:

Site Required	Price	Qty	Total
Covered Trade (Commercial)	\$100.00		
Outdoor Trade (Commercial)	\$60.00		
Covered Market (Non- Commercial)	\$60.00		
Outdoor Market (Non Commercial)	\$40.00		
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 & they will be addressed accordingly:

Market Stall Coordinator

Bec Ford

Phone 0403 027 734 (text only)

Email: williamsgatewayexpo@gmail.com