

# Wondai 2024 Autumn Garden Expo

## 20<sup>th</sup> and 21<sup>st</sup> April Exhibitor Form.

Applications Close – Friday 5<sup>th</sup> April 2024



Mail the completed form to:

Site Application, Wondai Garden Expo,

PO Box 240. Wondai Qld. 4606

OR email as a WORD or PDF

Attachment to: info@wondaigardenexpo.com

Payments made to:

Wondai Garden Expo Inc.

Bank of Queensland. BSB 124961

ACCOUNT No. 20809353

If using direct deposit please complete the details below:

ID: Surname ..... Date paid: ..... Amount: .....

I agree to abide by the conditions as advised. Signature:.....

**As part of your Site Fee, you receive a free listing on the Wondai Garden Expo website. Please tick beside each information that are happy to have appear publicly with your listing on our website.**

PLEASE PRINT CLEARLY IN BLACK INK. ALL SECTIONS **MUST** BE COMPLETED.

- Contact Name : \_\_\_\_\_
- Trading Name : \_\_\_\_\_
- Products sold/displayed \_\_\_\_\_

Contact Details:  Email: \_\_\_\_\_

Mobile: \_\_\_\_\_  Home: \_\_\_\_\_

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

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_  Instagram: \_\_\_\_\_

**See Information Page for Site Requirements and then fill out details below. (Including trailers, car, camp etc)**

Frontage of site in metres \_\_\_\_\_ Approximate depth of site \_\_\_\_\_

Power needed on site  YES or  NO  Please tick one. **Power is \$10.00 extra.**

Camping in delegated area  YES or  NO  Hire tables: \_\_\_\_\_ **Tables are \$3 each**

Power needed at campsite  YES or  NO  **Power is \$10.00 extra. and limited**

Insurance:  YES or  NO  Insuring Company: \_\_\_\_\_

Policy number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Wondai Garden Expo Inc. is NOT responsible for any claims against Stallholders. Copy of policy not needed.

OFFICE USE ONLY: PLEASE DO NOT NOMINATE YOUR OWN SITE NUMBERS. STALL WILL BE PLACED ACCORDING TO THE BEST ADVANTAGE AND/OR REQUIREMENTS FOR EACH STALL BOOKING.

SITE PEG NUMBERS: From \_\_\_\_\_ To \_\_\_\_\_ PAVILION SITE/S: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ RECEIPT: \_\_\_\_\_ CHQ NO: \_\_\_\_\_ or CASH, or DIRECT DEPOSIT



## Wondai Garden Expo

### Exhibitor Information Form.

#### General Information:



- **WARNING! The water supply at the taps on the sports field fence is NON-POTABLE and NOT for human consumption.**
- Wondai Garden Expo is advertised and run as a **2-day** event. All Stallholders **MUST** attend until closing time on both days. No early passes without the consent of the Committee.
- Priority is given to Nursery, Garden Equipment and allied product stalls related to gardening.
- Sites are allocated according to applications received for each event and are subject to change.
- Site fees are as follows : Any 3 metre x 3 metre site whether indoors or outdoors is now \$75.00 then for every extra 3 metre frontage is an additional \$15.00 For example a 6 metre frontage will be \$90. Please include trailers or vehicles that are necessary if at stall site.
- Please include all details and measurements of camping setup whether at stall site or camping area so that we can accommodate everyone comfortably. It's preferred that camping be away from the Stall site.
- A \$10.00 surcharge on Site Fees applies to users of power either on site or camping area.
- Vehicles are allowed on stall site, only if space allows, but it must remain at the back of the stall at all times, not interfere with other stalls and remain there until the end of trade on Sunday.
- **NO** unlicensed persons are to operate any vehicles on the grounds at any time!
- You are welcome to set up on Friday prior to the Expo from 10am to 7pm. Please let the Secretary, Jodi, know so that your Site is ready for you.
- **ON ARRIVAL, PLEASE WAIT AT THE GATE** for an Usher to show you to your Site.
- **NO public trading at all on Friday.** Stallholders are permitted to sell to fellow stallholders **ONLY**, from 5pm to 7pm Friday afternoon if they so wish. This gives Stallholders a chance to shop, but please be considerate that some Stallholders may not want to sell until the Saturday morning.
- Please always observe the safe 10 kph speed limit at all times whilst on the grounds.
- **STRICTLY NO VEHICLE MOVEMENT from 7:45am to 4:30pm Saturday and 7:45am to 1pm Sunday. ALL vehicle movement is ONE WAY ONLY. Please adhere to this for safety.**
- Prevailing Health Department regulations will always apply with this Event.
- This is a **NO SMOKING** or **VAPING** Event. There is **NO SMOKING** or **VAPING** permitted within the grounds.
- The Committee reserves the discretionary right to refuse entry to any Stallholder without giving a reason. No abusive behaviour will be tolerated.
- Raffles may be conducted at Stall Sites only, and the Stall is to be a NFP Organisations with Government and Committee approval.
- No unauthorised canvassing is allowed.
- Exhibitors and Stallholders must have their own Public Liability Insurance and be able to produce a current copy, if so requested by the Committee.
- It is the responsibility of all persons on the grounds to comply with the current Work Place Health and Safety Act together with all State, Local and Federal Government regulations and laws.
- Stallholders and Volunteers that bring electrical equipment for use within the grounds for any purpose, must comply with all current legislation.
- **NO VEHICLES** are allowed within the Sports Playing Field.
- Stallholders **SMALL** dogs are allowed, but they **MUST NOT** roam free and not interfere with other Stallholders or Customers of the Expo. Please let the Secretary know if you are bringing your dog.
- Camping on the grounds is free in the area designated by the Committee. There are free toilet and hot showers available.
- Please check our website for lists of accommodation and food and beverage businesses within the local Wondai area.
- Please send photos and product/stall information to our Facebook page so that we can promote your Stall prior to each Expo event. The more we promote your business, the more customers that will attend.

- If you are unable to attend the Expo at the last minute due to sickness, vehicle breakdown or an emergency, please call the Secretary Jodi directly as soon as you possibly can on 0413115495.
- The CLOAKROOM facility is there for all Stallholders to use as a convenience for your customers so please feel free to use it. So that it runs as smoothly as possible, please follow these guidelines... Each item/bag of your customers purchase needs to be labelled clearly with their name and phone number. If there are multiple items/bags, please ensure that each item/bag has name, phone number and how many items/bags are in total for that purchase. Then they can all be put together in the CLOAKROOM and the staff in the CLOAKROOM know what goes with what. When you see the Transport Quad come passed your stall and you have items to be collected for the Cloakroom, please wave down the Driver so that they know to collect from your stall. Alternatively, you can have the items bundled together near the front of your Stall where the Driver is able to see them. Could you please have a black permanent marker at your stall ready to mark items/bags for your customers. If you need any help in using the Cloakroom facility, please ask the Secretary Jodi on 0413115495.

For news and the latest Stallholder application forms, please visit [www.wondaigardenexpo.com](http://www.wondaigardenexpo.com) Alternatively you can email us at [info@wondaigardenexpo.com](mailto:info@wondaigardenexpo.com) or contact our Secretary Jodi 0413 115 495.

This Event is coordinated solely by the Wondai Garden Expo Committee and has no affiliation to any other organisation. We thank all Sponsors large or small and endeavour to support our local community. Thankyou for attending the Wondai Garden Expo and trust that your time with us is both pleasant and rewarding. We look forward to seeing you again at the next successful Expo Event.

