

CLUBS ASSOCIATION

2012 STALL BOOKING FORM - CLUBS



CLUB DETAILS

CLUB NAME:	
PRESIDENT NAME:	
PRESIDENT PHONE:	
PRESIDENT EMAIL:	
SECOND CONTACT NAME:	
SECOND CONTACT POSITION:	
SECOND CONTACT PHONE:	
SECOND CONTACT EMAIL:	

STALL HIRE

- Stalls are to be open and ready from **9.45am- 4pm Monday 20th February – Wednesday 22th February, 2011**
- Only a 1 day booking hire package is available. If you are contemplating more than 1, please indicate primary choice of day, eg 1st, 2nd, & 3rd & **put number in the box. Only the 1st preference & payment will be taken initially.** If there are extra days available you will receive an email the 1st week in February advising you.
- You will be located under a marquee & provided with 1 x 1.8m trestle and 2 chairs
- Power is available upon request, rates as per below
- Opportunity for 6 Clubs to put on a 15 min demonstration in the afternoon in (2pm & 2.15pm) in front of the Stage. *Note: Selection will be based on the description provided on this email, and successful clubs notified by email.*

PLEASE SELECT YOUR STALL OPTIONS BY TICKING THE BOXES:

MONDAY 20 th STALL HIRE	TUESDAY 21 st STALL HIRE	WEDNESDAY 22 nd STALL HIRE
<input type="checkbox"/> FULL HIRE (\$30)	<input type="checkbox"/> FULL HIRE (\$30)	<input type="checkbox"/> FULL HIRE (\$30)
<input type="checkbox"/> HALF STALL (\$20)	<input type="checkbox"/> HALF STALL (\$20)	<input type="checkbox"/> HALF STALL (\$20)
<input type="checkbox"/> POWER (\$45)	<input type="checkbox"/> POWER (\$45)	<input type="checkbox"/> POWER (\$45)
<input type="checkbox"/> 15 MIN DEMO (FREE)	<input type="checkbox"/> 15 MIN DEMO (FREE)	<input type="checkbox"/> 15 MIN DEMO (FREE)

All inclusive GST

PAYMENT

- CASH ONLY
- Payments to be made to Janet Penhall, CA Administrator between **WEDNESDAY 11TH JANUARY - TUESDAY 31ST JANUARY 2012, between 10-2pm Tuesday – Friday (CLOSED MONDAYS) at the CA OFFICE, 2ND Floor, Lady Symon Building**

BOOKING CONFIRMATION & STALL SETUP

- Your booking is confirmed once the Booking Form and full payment is received by the CA Administrator.
- On arrival at O'Week please report to the CA Information Booth (*located on the Barr Smith Lawns*), to find out your stall location (*which will not be negotiable*). Your stall number will be on your trestle. Please use the 'Comments' section below to provide any concerns or requirements.
- Your stall **must be ready to go by 9.45am**
- You are allowed to sell Memberships, Books & T-Shirts and provide general information about your Club
- **FOOD AND BEVERAGES ARE NOT PERMITTED TO BE SOLD FROM YOUR STALL.**

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COMMENTS

Please use the following section to express any requirements, items for sale or clubs demonstration information. All reasonable requests will be considered.

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CLIENT CONFIRMATION

NAME:			
PHONE			
SIGNATURE:		DATE:	/ /

PLEASE CHECK THAT THE ABOVE DETAILS ARE CORRECT. IF YOU AGREE TO THE TERMS & CONDITIONS, PLEASE SIGN THIS AGREEMENT AND RETURN IT WITH YOUR PAYMENT

TERMS & CONDITIONS

1. Full payment must be received by the 31st January 2012 to confirm your placement.
2. In the case of the booking being cancelled after 10th February 2012, a cancellation fee of 50% of the total GST inclusive price will be charged.
3. Failure to supply the relevant information, by the specified deadlines, will negate this agreement.
4. No food or beverages are to be sold from stalls. Some foods may be offered for free at stalls but quantities are restricted (lollies unlimited, other foods and beverages 50 units daily) to avoid competition with food vendors. Exceptions may be made, please include details in the comments area for review.
5. All who participate in this event do so at their own risk. The AUU and its Employees, and contractors do not accept responsibility for any injury, damage or theft to any person or property arising by reason of attendance at the event. The AUU does not provide insurance cover whatsoever for any items of equipment, exhibits or personal belongings being the property of any event participant.
6. The AUU does not provide insurance cover in regard to personal injury or accident for event participants who come on campus for whatever reason or purpose. It is the responsibility of the event participant to arrange and pay for adequate public liability insurance and indemnify the Adelaide University Union against any and all claims arising out of the participant's attendance and participation at any events.
7. Each club and its participants are responsible for the cleanliness of their area in front of and behind their stall. Failure to do so may result in the club be liable for cleaning costs.
8. The general conduct and use of offensive language, inappropriate or offensive material or behaviour of participants that may reflect adversely on the Adelaide University Union, or for any breach of this Agreement or of the accepted rules in respect of this Agreement, the Adelaide University Union may terminate this Agreement.
9. In all respects and at all times under this Agreement participants to the best of their ability, accept the reasonable directions and instructions of AUU Management, and assigned Coordinators of the Adelaide University Union or University of Adelaide Security, including adherence to any Noise Protocols Agreements, conduct or start and end times of participation and/or performances.
10. IN THE CASE OF INCLEMENT WEATHER, please do NOT assume that the Events will be cancelled. Adelaide University Union Management immediately prior to the event will make a decision regarding a change of venue if applicable or cancellation in such circumstances, so your attendance unless notified otherwise by the Management or assigned Coordinators is expected.
11. Deadline for Signed Agreement – **Tuesday 31st January 2012.**