

Wings & Things Family Fun Day

21st February 2016

10.00am to 3.00pm

George Town Airport, Soldiers Settlement Road



Displays of Veteran, Vintage and Street Cars along with Hot Rods

Displays of Veteran and Vintage Motor Bikes,

Displays of Aircraft with flights available, Machinery and Tractors

Fun activities for Children

Live Music, Food, Drinks, Ice creams and tasty treats.

Entry - Car Load \$10.00

Adults \$5.00, Seniors & Children over 12 \$2.00

Children under 12 free



Site Application Package

IMPORTANT DATES

November 1, 2015 Applications for site to The Wings and Things 2016 are open

December 10, 2015 The closing date for applications. All applications will be considered by the Selection Committee.

Payment of site fee is to be upon receipt of invoice.

Any applications received after this date will automatically be placed on the waiting list for a cancellation and will incur a 10% late fee.

January 6, 2016 Successful applications will be advised by email of your site allocation, with an accompanying invoice to be paid within 14 days to confirm site. Unsuccessful applicants, including those received after closing date, will be advised by email they have been placed on the waiting list.

The Wings and Things 2016 Organising Committee reserves the right to accept or reject any application and the decision shall be final.

CHOOSING THE RIGHT SITE

SITES: All sites are outdoors – please choose size to suit your requirements. Power is available, but must be ordered separately, marquee to be provided by exhibitor.

FINE FOODS & TASTINGS Exhibitors must supply their own tables, props and equipment. Exhibitors requesting power will be required to provide their own heavy duty 30 metre extension lead and power boards etc.). Please include a description of your business and products with your application, as successful applicants are chosen from the information provided. If you are selling alcohol you are responsible for your own Liquor Licence and have a copy available at your site at all times during the event.

All exhibitors must have their site set up by 9.30 am on Sunday 21th February 2016.

FEES EXPLAINED

POWER: Power outlets are 15 amp. Power if required, is ordered separately. All power outlets are located within 30 metres of each site. It is the exhibitor's responsibility to provide a single length 30 metre heavy duty 15 amp lead to be used from the power outlet to inside the exhibitor's tent. Double adaptors or "piggy backing" of power boards is not permitted. All leads and electrical equipment will be required to be tested and tagged in accordance with AS 3760. A tagging and testing Company will be on site prior during Wings and Things 2016.

In order to ensure that we have an appropriately sized generation and distribution system details of all appliance that could be run on your site are to be provided on the application form.

Power identification tags will be issued to all exhibitors who have booked power and will be posted to you one (1) weeks prior to the event with your vehicle pass. These must be attached to the lead prior to connecting to the switchboard. Failure to do so will result in power cords being removed and Wings and Things 2014 will not be liable for any damage to your stock and / or equipment as a result of this.

Exhibitors and their contractors need to be aware of Clause 25 in the Terms & Conditions – Underground Cables. Please check with the committee before digging or driving posts into the ground. Any persons damaging power cables will be liable for the cost of repairs.

The Wings and Things 2014 power grid is connected to onsite generating units and therefore can be affected by voltage fluctuation. All exhibitors must supply their own surge protection equipment and regularly save any computer data that may be affected by loss of power.

PRIVATE GENERATORS ARE NOT PERMITTED

SITE SHARING: Exhibitors may be able to share their site with one or more exhibitors providing they have put in their own application form, have permission from the principal site holder and have been approved by the Site Manager. A fee of \$20 is applicable per exhibitor. The Wings and Things 2016 Committee reserves the right to remove any exhibitor not approved by the Site Manager.

POLICY FOR REFUNDS AND CANCELLATION FEES: A refund of any monies paid, less 10% administration fee will be applicable for cancellations made prior to 7th February, after which time a refund, less 30% of the site fee will be made ***providing the site is re-let***. If the site is not re-let, then no refund will be applicable. If your cancellation is not received in writing within the period your payment is due, then a 10% administration fee will be applicable. Cancellations must be confirmed in writing.

VEHICLE PASS: Exhibitors may not bring vehicles onto the static site at any time without a vehicle pass – therefore two vehicle pass will be issued to each exhibitor.

Vehicle Pass (limit 2 per site) -Allows access of vehicles for the delivery and unloading of supplies to sites within the Wings and Things 2016 display area. After 9.30am all vehicles to be Parked in Exhibitor Car-park, which is within the boundary of the site. No vehicular movements are permitted in the display area between 10.00 am and 4.00 pm. Vehicle passes are also required during setup and pack up.

INSURANCES: Each exhibitor must carry a Public Liability Policy of \$5M minimum and fire & theft to cover stock and equipment at Wings and Things 2016. A copy of the policy must be forwarded with your application and also be available on site at Wings and Things 2016 for inspection upon request.

ESSENTIAL INFORMATION FOR ALL EXHIBITORS

FOOD SALES AND CATERING: Only registered caterers, exhibitors are permitted to sell food and refreshments on site.

LIQUOR LICENSE: Any exhibitor selling liquor on site is responsible to apply for their own liquor license. Refer to RSA Guidelines for the sale of liquor.

ANIMALS ON SITE: NO DOGS / PETS EXCEPT DISABILITY DOGS ARE ALLOWED ON SITE.

SAFETY STANDARDS: The Wings and Things 2016 Organising Committee is consistently reviewing their safety standards. Exhibitors and their Contractors will be required to adhere to all safety procedures.

PUBLIC HEALTH ACT 1997: All Exhibitors providing food for the consumption of the public shall conform to the requirements of the Public Health Act 1997 and gain Temporary Food Licences from George Town Council.

PRINTED MATTER: Exhibitors or any member of the general public are prohibited from handing out any printed matter at the gates, in the car parks or on the site. All forms of promotion are to remain within the confines of your allocated site. Failure to comply with this may result in closure of your site.

HOURS OF OPERATION: 10am – 4pm on the 22 February 2016. Exhibitors are requested not to commence packing up and/or leave before 3.30pm on the day of operation. If you have any special attractions on your site, the hours of operation for that attraction must be clearly signed.

LIMITED NIGHT SECURITY: will be on duty from 10.00am on the 20th February prior to Wings and Things 2016 until 8.00 pm on the day of Wings and Things 2016.

EXHIBITOR CAMPING ON SITE IS NOT PERMITTED

APPLICATION FORM

YOUR DETAILS:

Business Name	
Trading Name	ABN:
Postal Address:	
Suburb:	Postcode:
Contact Name:	
Email Address:	
Landline Phone:	Mobile Phone:

I AM APPLYING FOR:

Sites	Price each	No required	Total
4m (frontage) x 6m (depth)	\$40	Maximum 2	
6m (frontage) x 6m (depth)	\$60	Maximum 2	
Shared site	\$20	Maximum 1	
Late Fee 10% (Only required for applications received after 31 January 2016)			
TOTAL:			

POWER REQUIREMENTS:

If FULL details of power requirements are not supplied with the application then no power will be made available on the day.

15amp Power outlets		Maximum 2	
Three Phase Power		Maximum 1	
Appliance	Amp Rating	Appliance	Amp Rating
TOTAL AMPERAGE ALL APPLIANCES:			

PRODUCT INFORMATION:

Successful Applications are chosen on the information provided.

Please include a brief description and origin of your products and provide pamphlets, photos or samples if appropriate. Please note Wings and Things 2016 does not accept responsibility for loss or damage of samples. Please enclose a stamped self addressed envelope, if you wish them returned.

If you have a company or organisation logo that could be incorporated into print advertising for the day please supply a PDF copy for consideration.

SITE SHARING DETAILS:

Principle Site Holders Authorisation:	

Any companies sharing your site and wish to be listed in the program must submit an application form. The principal Site holder must authorise.

THINGS WE NEED TO KNOW:

Site Location information	Yes	No
Any specific information we need to know about the configuration of your stand/site?		
If so what?		
Do you wish to be located next to a particular exhibitor?		
If so who?		
If you have a new or interesting product please let us know by emailing secretary.georgetown@rotary9830.org.au as the media are always looking for stories with a different angle.		

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APPLICANT AGREEMENT:

I/We (full name/s)			
On behalf of (Company)			
Have read and understand the terms and conditions of this application on pages 7,8 & 9 of this document and agree to abide by them.			
Authorisation:		Date:	

CLOSING DATE FOR APPLICATIONS IS 5:00PM 10 December 2015

PLEASE POST YOUR APPLICATION WITH SUPPORTING DOCUMENTATION TO

ROTARY CLUB OF GEORGE TOWN

PO BOX 24 GEORGE TOWN TAS 7253

OR EMAIL TO secretary.georgetown@rotary9830.org.au

We only require pages 5, 6 & 7 to be returned to us, please keep all other information for future reference

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WINGS AND THINGS 2016 CONTRACT TERMS & CONDITIONS

In these conditions, "Chairman" means the Chairman of the Wings and Things 2014 or his/her authorised deputy and "Committee" means the Wings and Things 2016 Organising Committee of the Rotary Club of George Town.

1. The Committee reserves the right to refuse any application. Closing date and notification of successful application as listed on the front of application. Payment of invoice or notification that you do not wish to take up the site is required within 7 days of receiving account, failure to do so will result in an administration fee.

Site allocations will be at the discretion of the committee and can be changed at any time.

2. The Lessee is not to go into possession of space allocated until the day before the event (unless by arrangement) and said space to be used only and solely for the purpose specified. Site to be completely vacated of equipment no later than 10.00am, on the Monday after the termination of Wings and Things 2016.
3. The exhibitor shall not dismantle exhibitions or permit goods and materials to be removed from the static display area during the period of the event without the permission of the Chairman up to 3.30 p.m. of Wings and Things 2016.
4. Lessee and/or his employees to conduct themselves in an orderly and respectful manner while they are on the grounds.
5. No sub-letting will be permitted unless by special written permission of the Chairman or Site Manager.
6. If the Wings and Things 2016 Committee has not received full payment of monies owing to, with respect to Wings and Things 2016 by the Monday preceding Wings and Things 2016, then entry to the grounds may be refused.
7. New equipment only may be displayed for sale. Used equipment to be used for demonstration purposes only.
8. All games of chance and raffles where tickets are sold, are strictly prohibited, ***Unless approved by the Chairman or Exhibitor Manager*** has been granted.
9. No livestock, including dogs, will be permitted on site without the express permission of the Chairman. (Disability dogs excepted).
10. No exhibitor shall
 - (a) allow their exhibit to extend beyond the limits of their allocated site or erect barriers to prevent free and interrupted passage of the public between exhibits.
 - (b) erect display signs or fencing in such a manner as to cause inconvenience to other exhibitors.
 - (c) paint or mark any of the Committee's property.

11. The Committee reserves the right to regulate the use of equipment on static display sites which produces excessive noise, causing annoyance to other exhibitors and/or the public. No loud-speakers are permitted for use by the exhibitors. Microphones may only be used with a reasonable level of volume, which is acceptable to neighbouring site holders.
12. Selling goods, canvassing, or hawking in any portion of the grounds except on the lessee's site, is prohibited under this Contract. In event of the Lessee's breaking this condition, Wings and Things Committee, through the officers of the Wings and Things 2016 Organising Committee, shall have the power to cancel this Contract and remove the Lessees so offending from the premises.
13. Wings and Things 2016 Organising committee, accepts no liability for damage to electrical equipment due to power fluctuations or failure.
14. Exhibitors wishing to demonstrate machinery or equipment shall abide by the instructions of the committee regarding the matters of transport and movement to and from demonstration areas, space allocated for demonstrations, conditions of the soil due to demonstrations and all other matters relating to the safe and orderly execution of such demonstrations.
15. Exhibitors are responsible and liable for the condition of the area covered by this Contract from the time they commence the erection of their stand until they have dismantled it and cleared the area to the satisfaction of the Committee.
16. The Chairman and two members of the Committee shall have power to enter upon the area described at any time and remove any article, sign, pictures, printed matter, or side-show which in their opinion may be a cause of offence to the public or the officials of the Committee.
17. Exhibitors must carry a Minimum \$5 Million Public Liability Policy to cover their involvement at Wings and Things 2016. A copy of the policy must be available at Wings and Things 2014 for inspection upon request.
18. Wings and Things Organising Committee, shall not, irrespective of the cause, be liable for any loss or damage whatsoever to the exhibitor's property or property hired by the exhibitor.
19. Exhibitors hereby agree to occupy and use the site at their own risk and shall accept all liability for damage or injury to any persons or property howsoever the same shall occur and hereby release and indemnify The Rotary Club of George Town., the Wings and Things 2016 Organising Committee and their servants and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person, persons or property on the site.
20. Exhibitors hereby undertake to faithfully conform with the requirements of any Act of Parliament which may govern the erection of structures, displays and/or demonstration and/or sales of machinery and other products and also to conform with any regulations, by-laws or ordinances made under such Acts of Parliament or by any Government, Semi-Government or Local Government Authority duly authorised to make regulations, by-laws or ordinances in connection herewith including the requirements of the Pure Foods Act.

21. The Chairman shall have the right to inspect any structure and contents erected on the area covered by this contract and if in the opinion of the Chairman and after consulting the Fire Brigade Authorities, any part of any structure erected on this area or part or whole of any exhibit, goods or chattels displayed thereon, or if the method of displaying them, or if any act of the exhibitor forms a menace from a fire risk point of view, then upon the Chairman's written notification to any exhibitor or employee thereof on his stand, the risk shall be eliminated immediately by the exhibitor or his employee.
22. If the Committee finds it necessary or expedient to withdraw from the patronage of the public the whole of any part of the grounds not occupied by the Exhibitors, such withdrawal shall not vitiate this Contract or confer upon the Exhibitor any right to recover from the Wings and Things 2016 Committee., compensation on the grounds of loss of profits or otherwise whatsoever.
23. Any refunds of monies due to cancellation by the exhibitor will be at the discretion of the committee.
24. If the Committee finds it necessary or expedient to cancel or postpone the Event, this Contract shall cease to operate upon notice to that effect being served on the exhibitor at the address mentioned in the records of the Committee.
25. Exhibitors will be liable for all costs of repairs resulting from any damage done to any underground services.
26. No persons permitted to stay on-site overnight.
27. .The Wings and Things 2016 Committee, reserves the right to cancel this Contract and retain all monies in connection therewith if there is any infringement of the foregoing conditions.
28. No exhibitor (except official caterers) are permitted to sell food for consumption on site without written permission from the Chairman.
29. Sample bags are permitted for sale, providing the products contained are core business products.
30. Any exhibitor wishing to have a hospitality area must indicate this on the application form and comply with requirements a set out by the committee.
31. All exhibits must be set up and trade all day during Wings and Things 2016.
32. Wings and Things 2016 Committee do not supply storage for any exhibitor equipment.