



Booking Form

Please complete the details below and return, with payment enclosed to:

Parramatta Fair - PO Box N9, Petersham North NSW 2049

All payments make payable to the: **'MUSIC RECORD FAIR'**

We accept MONEY ORDERS or CASH ONLY,

Sorry, we do **NOT** accept cheques.

Date of Fair: 200...

Please record my booking application at the next 'Music Record Fair'

I Require a Tax Invoice Receipt: o Yes o No

Name:

Name of Business: ABN:

Address:

Phone: Fax:

Email:

Website:

I have read the agreement below and will abide in accordance with its terms & conditions. Signature:

Booking/Table Requirements:

Size of Table	Price Each*	Qty Required	Total
12 feet	\$140.00	_____	_____
9 feet	\$105.00	_____	_____
6 feet	\$70.00	_____	_____

* Prices include GST [Total payment enclosed with Booking Form] **TOTAL:** _____

To help us, to help you to have a great 'fair', we recommend you read the below information.

INFORMATION and CONDITIONS

NO SMOKING OR ALCOHOL IS PERMITTED IN THE HALL. NO BOOTLEG OR NON-COPYRIGHT MERCHANDISE

TIMES: You **MUST** be ready to start at **8.00am Sharp!**
And you **MUST** stay till **3.00pm**

SET UP TIME IS FROM 6.30am ON THE DAY OF THE FAIR
at the back of Parramatta Town Hall; Church Street Mall,
(Nothing is to be delivered to the Town Hall at other times!)

CAR-PARK: Please unload as quickly as possible from the side
entrance car-park, and then remove your vehicle to the rear
car parking area in Civic Place. City Council will apply a \$90
fine for any vehicle left in the Town Hall side car-park.

Application identified persons must be the only attendees.
You and your associates agree the fair & all management
/aids will not be held responsible for ANY claims or disputes,
past or present, including losses, damages or injuries arising
from any causes whatsoever.

STAFF: All stallholders are reminded that due to Council Fire
Regulations, stallholders are only permitted one (1) person
behind 3 ft tables, and two (2) at 6ft & 9ft tables at any time.

DRESS: All stallholders must be neatly dressed and groomed.
Collared shirts (or appropriate T-shirts), pants or dress shorts
(no Stubbies), shoes (no thongs or open toe sandals).

IDENTIFICATION You may be asked to furnish
reasonable identification in compliance w/ Office of Fair
Trading rules act (Nov 2003)

WALLS: Nothing is to be attached, nor must they be
damaged.

BAGS: While paper/plastic bags are handed out at the front
door, please have your own bags available for customers
(If they request them)

GUARANTEE: You must guarantee ALL goods against
defect, and have a refund/replacement policy in case of
customer dissatisfaction.

DISPLAY: Have your merchandise priced and well displayed.
Place boxes under tables or out of public view. . Electronic
products including Games, DVD's and CD's must not be
shown unless a dealer's licence is displayed. See
management for more information

TABLE COVERS: Due to potential damage to table tops, you
must bring a full cover for your table(s). Covers must reach
the floor level. Failure to bring covers may result in loss of
stall and booking payment.

AUTHORITY: is posted at the side door. If you have a
problem, inform the staff. The Organisers, Council & Aids
are not responsible or liable for any loss, theft, damage or
personal injury.

Note: The organisers reserve the right to refuse admission
at anytime.

FOOD: Food/drinks are available in the kitchen or at local
stores.

CASH: Bring adequate change for customers. You are
responsible for your own cash security. The Organisers,
Council and Aids are NOT responsible or liable for any loss
or theft.

RUBBISH: No boxes, signs, food or other rubbish is to be
left on tables or the floor. ALL RUBBISH (empty boxes *must*
be flattened) is to be placed in bins provided or removed by
you at the end of the day.

ANNOUNCEMENTS: Take advantage of the public
announcement system. Supply details of interest/specials
/sale goods to our speaker.

FLYERS/HANDOUTS: You are not permitted to distribute
flyers for similarly styled fairs. Promotional flyers for your
own goods may be left at your table & the front entrance
display table for public consumption.

IMAGE: Be mindful a smile & good manners will give you fair
success.

