

## Friday in the Park Underwood Party Hire Stall Information

**Event Start: 10.00 am**

**Event Finish: 5.00 pm**

### Secure your Stall:

- Once the EOI has been completed you will be sent the Underwood's Order Form
- Complete the Underwood's order form and send to [info@underwoodpartyhire.com.au](mailto:info@underwoodpartyhire.com.au)
- Receive the invoice and pay directly to Underwood Party Hire
- Payment must be paid in full before the event.
- All payments required by 28<sup>th</sup> June 2024

### Bump In:

- Stalls areas are available to set up from 7:00am.
- No vehicles allowed on grass.
- No vehicles to be parked on Spence St, **DROP & GO ZONE ONLY**
- Site map will be issued Wednesday prior to the event
- Volunteers will be available on the morning to direct to correct stall
- Volunteers are not responsible to assist with setting up your stall

### Bump Out:

- You are expected to man your stall until 4:00pm.
- Any early departures may be subject to forfeit of stall bond.
- No vehicles allowed on grass.

### Adverse Weather:

- There will be no alternative date if the event is cancelled due to weather conditions.
- If the weather is uncertain, a decision to cancel will be made by organisers on **7am Friday 5th July 2024** or the morning of the event. You will be notified via email. The Cairns NAIDOC Committee will make a public notice on BBM 98.7FM.

## Friday in the Park Underwood Party Hire Stall Information

### Terms And Conditions:

- Applications that are incomplete will not be accepted.
- Event Organisers reserve the right to withdraw any application or approval at any time.
- Distribution or selling of items is to commence at 10:00am after arrival of Cairns NAIDOC March.
- Incomplete or unsigned order forms will not be accepted.
- **Payment must be paid in full before the event.**
- **All payments required by 28<sup>th</sup> June 2024**
- The return of the bond is outlined separately below.

### Bond Conditions:

- Bond of \$250 is included and paid to Underwood Party Hire as a part of this agreement.
- At 4pm you will be required to check out of your stall space by Lynette Dewis, Cairns NAIDOC Committee Event Organiser.
- You will be reimbursed if you leave your stall at 4pm.
- If you leave your stall prior to 4pm or without informing Lynette Dewis you will forgo your \$250 bond.
- Lynette will be in the park on the day or contactable on 0402 612 013.

### Cancellation:

- Fees will NOT be refunded if the event is cancelled due to inclement weather conditions.
- Stall fees will not be refunded or transferred to another operators/vendor due to the stallholder's inability to attend on the day.
- All cancellations must be received in writing by **Friday 21st June 2024** for full refund.

### Prices:

<b>Underwood Party Hire Stall</b>	
<b>Bond:</b> Stall holders are required to keep stalls open till 4pm.	
<b>Early closure will result in forfeiting your bond.</b>	
3m x 3m Stall (Inclusive of 1x table, 2 x chairs, 1 x display board & 1 x white back wall)	\$560 inc GST + \$ 250 Bond Total: \$810
3m x 6m Stall (Inclusive of 2 x table, 4 x chairs, 2 x display board & 1 x white back wall)	\$735 inc GST + \$250 Bond Total: \$985
6m x 6m Stall (Inclusive of 3 x table, 4 x chairs, 3 x display board & 1 x white back wall)	\$985 inc GST + \$250 Bond Total: \$1,235
Optional extra: Corflute signage (max 26 letters)	\$40 inc GST

## Friday in the Park Underwood Party Hire Stall Information

### Contact Information:

- Friday in the Park Coordinator & Cairns NAIDOC Committee Chair: Lynette Dewis
  - [lynette.dewis@diydg.org.au](mailto:lynette.dewis@diydg.org.au)
  - [naidoc Cairns@diydg.org.au](mailto:naidoc Cairns@diydg.org.au)
  - 0402 612 013

### Underwoods Contact Information

- **Amy** from Underwood Party Hire
- [info@underwoodpartyhire.com.au](mailto:info@underwoodpartyhire.com.au)
- 100 BUCHAN STREET PORTSMITH CAIRNS
- PO Box 444 Cairns QLD 4870
- PHONE: 07 4035 4513
- FAX: 07 4035 2615
- [www.underwoodpartyhire.com](http://www.underwoodpartyhire.com)