



**Garma**

3 – 6 August 2018



PO Box 42119  
CASUARINA NT 0801, Australia  
T: +61 8 8945 5055 F: +61 8945 5011  
Email: [admin@garmafestival.com.au](mailto:admin@garmafestival.com.au)  
ABN:28 221 722 606  
ICN: 1161  
[www.garma.com.au](http://www.garma.com.au)

## **GARMA 2018 EXHIBITION (EXPO) STALL** **COMMUNITY / NOT FOR PROFIT ORGANISATION ORDER FORM**

Please complete this form and email it to [admin@garmafestival.com.au](mailto:admin@garmafestival.com.au)

PURCHASER's DETAILS			
Contact Name:		Phone:	
Organisation's Name (If applicable)			
Postal Address:			
Email:		Fax:	
YYF Membership Account Name:			
DESCRIPTION	TICKET AMOUNT	QTY	TOTAL
<b>Garma 2018 3M x 3M Exhibition Stall without electricity – Community/Not for Profit Organisation</b> <b>INCLUDES:</b> <ul style="list-style-type: none"> <li>1 Garma adult pass, airport shuttles, all meals and camping accommodation</li> <li>Exhibition furniture: 4 Walls, 2 Tables &amp; 2 Chairs</li> </ul>	\$3,603.00		\$
<b>Garma 2018 3M x 3M Exhibition Stall with electricity – Community/Not for Profit Organisation</b> <b>INCLUDES:</b> <ul style="list-style-type: none"> <li>1 Garma adult pass, airport shuttles, all meals and camping accommodation</li> <li>Exhibition furniture: 4 Walls, 2 Tables &amp; 2 Chairs</li> </ul>	\$3,933.60		\$
<b>TOTAL AMOUNT:</b>			<b>\$</b>
PAYMENT OPTION			
Please select your preferred payment method			
<input type="checkbox"/> <b>Pay online with a credit card</b> – If you select this option, a promotional code will be emailed to you.			
<input type="checkbox"/> <b>Electronic Bank Transfer</b> – Please note if you select this option and require an invoice to be raised, a \$50.00 administration processing fee will be added.			
Purchase Order Number:		Finance Officer Name:	
		Finance Officer Email Address:	

\*A purchase order (PO) & the contact details of your finance officer is required to be provided; the Yothu Yindi Foundation will not be able to raise an invoice, if these details are not provided.

INSURANCE
A copy of your public liability insurance (\$10,000,000) covering date 3 – 6 August 2017, is required to be provided. Please note that, your order form will not be accepted until a copy is provided.
ORGANISATION PRODUCT & SERVICES DESCRIPTION
A list of all expo stall holders will be featured in the Garma program booklet. Please provide a 100-word blurb outlining your organisation's product and services. Assume no one will have heard of your organisation and what it is doing at this remote event. Draw a crowd to your stall to discuss your product.



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## **GARMA 2018 EXHIBITION (EXPO) STALL**

### **TERMS AND CONDITIONS**

#### **APPLICATION**

Each order form is reviewed and assessed by the Yothu Yindi Foundation (YYF); all forms will be assessed fairly and determined by the information that you supply and overall product mix. YYF reserves the right to accept or reject any order forms. Unsuccessful or late applications will be considered if sites are available.

#### **SITE ALLOCATION**

Each exhibitor will be pre-allocated a site and you will be informed of your site number on arrival.

#### **REGISTRATION**

According to our terms and conditions, only one stall holder staff permit is included when you register at stall site. Should your corporation require additional staff to manage the stall over the period, it is essential that you register and pay for individual tickets for your staff.

#### **ACCOMMODATION AND MEALS**

The cost of a stall includes onsite tent accommodation and 3 meals per day for one person from Thursday, 2 August until breakfast Tuesday, 7 August 2018.

#### **VEHICLE ACCESS AND PARKING**

Exhibitors will have vehicle access to their expo area while they are setting up on Thursday, 2 August from 10am to 3pm and for packing down on Monday, 6 August from 1pm to 3pm.

\* There will be no vehicle access within the event site outside of the above times.

Adequate parking spaces will be provided immediately of the venue.

#### **POWER**

Due to the nature of the event and where it is held, the site is powered by generators. Please ensure to provide details of any electrical devices that you may require to use at your stall. Please be aware that each stand is restricted to one power board equalling 6 power outlets in total.

#### **TELEPHONE**

Telephone and internet coverage is very limited. We encourage stall holders not to rely on transmitting technology.

#### **WASTE**

There will be scheduled rubbish and waste collection. All stall holders must keep their stall area clean and tidy at all times.

#### **SECURITY**

There will be limited onsite security roaming the festival at night. YYF will take no responsibility for lost or damaged equipment on site. The expo stands are not secure, so please lock valuable items in your car or secured storage area.

#### **SET UP, TRADING AND BREAKDOWN TIME**

- Exhibitors access to designated site from 10am to 3pm on Thursday, 2 August 2018 for stall set up purposes.

#### **NO VEHICLE ACCESS TO THE SITE AFTER 3PM**

On arrival you will meet with the Garma team Expo Coordinator or representative, identify your stall, store your material safely onsite and be ready to exhibit the next morning. Limited secure storage space will be provided to stall holders.

- Exhibitors will need to set up and be ready to exhibit in the expo area by 12 noon on Friday, 3 August.

This is essential for work health & safety reasons;

- All exhibits need to be completely set up from 12pm on Friday, 3 August 2018 through to 1pm on Monday, 6 August 2018
- Pack down of stalls between 1pm – 3pm on Monday, 6 August 2018, not before or after.
- All exhibitors will need to be packed up by 3pm on Monday, 6 August 2018.

All Exhibitors will be required to exhibit from:

- 12pm to 6pm on Friday, 3 August 2018
- 9am to 4pm on Saturday, 4 August 2018
- 9am to 4pm on Sunday, 5 August 2018
- 9am to 1pm on Monday, 6 August 2018

#### **WORK HEALTH AND SAFETY**

All exhibitor sites and staff are required to abide by the festival's WH&S policies and procedures relevant to the exhibitor site. The expo coordinator will brief you on the WH&S policy and will inspect stalls to ensure they comply.

#### **ON SITE DEMONSTRATIONS**

In the lead up to Garma you will be contacted by the Garma team and given the opportunity to in a time slot for a scheduled demonstration or presentation. This schedule will be published in the official Garma program. Those who register after the programme goes to print may forfeit this opportunity.

## IN CASE OF AN EMERGENCY

Please allow all directions from the designated chief warden on site. Police and Ambulance will be notified of the event and First Aid offers will be available on site 24 hours.

## RELEASE AND INDEMNITIES

To the extent permitted by law, the exhibitor excludes, releases and forever discharges YYF and its personnel from all liability for claims, loss, damage, costs or expenses (whether arising under statute, from negligence, personal injury, death, damage, infringement of third party rights or otherwise) arising from or connected with the festival.

YYF and its personnel shall not be responsible for acts, omission or defaults of the exhibitor or its personnel and shall not be liable for any claim, loss, damage, cost or expense (whether arising under statute, from negligence, personal injury, death, damage, infringement of third party rights or otherwise) arising from any act, matter or thing done, or permitted or omitted to be done, by the exhibitor or its personnel pursuant to or in connection with this agreement.

The exhibitor hereby indemnifies and shall keep indemnified YYF and its personnel against all such claim, loss, liability, damage, cost or expense which may be incurred or sustained by YYF or its personnel arising from the exhibitor's acts and omissions.

## DAMAGE TO PROPERTY

The exhibitor shall be solely liable for any loss or damage caused by or during the construction, establishment, equipment or motor vehicles by or on behalf of the exhibitor.

The exhibitor shall notify YYF immediately of any loss or damage to property within the site and cause by the exhibitor or its personnel and the exhibitor stall, unless otherwise notified by the promoter, repair, rectify or reinstate any such loss or damage immediately upon its occurrence so that the damaged property is repaired, rectified to its pre-existing condition.

All repair, rectification or restitution work shall be carried out by the stall holder in strict accordance with the direction of the Yothu Yindi Foundation.

## PAYMENT

On notification of your application being successful, you will be issued with instructions on how to pay for your expo stall.

Payment must be finalised by **Friday, 27 April 2017**.

## CANCELLATION

If the exhibitors give YYF written notice by Friday, 6 April 2018 that it wishes to cancel its stall. YYF will refund 50% of the fee and the balance will be held. The full exhibitor fee will be held if cancellation is given after Friday, 6 April 2018.

YYF will not be liable to the exhibitor for any compensation on the grounds of loss or profits or otherwise in respect of such cancellation or postponement.

## GENERAL

If YYF considers that the Exhibitor is in breach of any of these terms and conditions (including where the exhibitor has provided misleading information in its application form or does not occupy the site during the full period specified) YYF may terminate this contract by giving the Exhibitor written or verbal notice, and without limiting the rights of YYF or the Exhibitor's liability, YYF may re-allocate the Site and retain any money paid by the Exhibitor in relation to the Event.

The Exhibitor agrees to abide by any reasonable directions given by YYF representatives or legal authority during the festival.

The timeframes in these terms and conditions are subject to change. The Yothu Yindi Foundation will ensure all registered stall holder receive sufficient notice should this occur.

**By signing this form, I acknowledge and accept the information set out in this terms and conditions.**

Signed: .....

Printed Name: .....

Organisation Name: .....

.....  
Date: .....

**For further information, please contact the Yothu Yindi Foundation:**

**Phone:** 08 8945 5055

**Email:** [admin@garmafestival.com.au](mailto:admin@garmafestival.com.au)

**Postal Address:** PO Box 42119, Casuarina NT 0811