



## Application Form

Please read the Info Pack before applying.

Please complete and email/scan to [expo@vegansociety NSW.com](mailto:expo@vegansociety NSW.com)

OR send to the below address by Thursday 31st March 2011.

**Special Events Manager:** Samantha Payne: [expo@vegansociety NSW.com](mailto:expo@vegansociety NSW.com).au

The Sydney Vegan Expo 2011, Attn: Samantha Payne, c/o 19 Willoughby Street, Kirribilli, NSW, 2061,  
Mob: 0403 658 858

### Contact Details

Contact Name: .....

Company Name: .....

Address: .....

Business Phone Number .....

Mobile Phone Number .....

Email Address: .....

Website: .....

Preferred form of contact:  Phone  Email  Post

### Sponsor Details & Pricing

Would you like to be a sponsor?  Yes  No

If yes, what level?  Premium \$1500  Gold \$1000  Silver \$600  Bronze \$400

Would you like to give a workshop or talk?  Yes  No (maximum of 20 minutes, allow for questions)

Would you like to be interviewed on stage by the MC?  Yes  No (10 min Premium, 5 min Gold)

Would like to reserve your complimentary stall?  Yes  No

If so what would you like to sell/display? .....

.....

.....

Please provide a high resolution copy of your logo no smaller than 5cm squared, at least 300 DPI for the website and all other promotion. Please email to [expo@vegansociety NSW.com](mailto:expo@vegansociety NSW.com) or post on disk to 19 Willoughby Street, Kirribilli, NSW, 2061.

**THE DEADLINE FOR SPONSORSHIP REGISTRATIONS IS STRICTLY THURSDAY 31ST MARCH 2010**

# Stall Details & Pricing

Food vendor .....  \$300

Merchandise .....  \$260

Not for profit .....  \$140

Additional trestle table hire .....  \$15

Additional chair hire (per chair) .....  \$5

Optional - all day secure parking .....  \$15

What will you be selling/displaying? (please give details /list examples) .....  
.....  
.....

## THE DEADLINE FOR STALLHOLDER REGISTRATIONS IS THURSDAY 31ST MARCH 2010

All goods sold must be accredited by Choose Cruelty Free, Australia [www.choosecrueltyfree.org.au](http://www.choosecrueltyfree.org.au) Please include a scanned copy of the accreditation for your goods. Attached?  Yes  No

## Power

Will you be requiring electricity?  Yes\*  No (\*additional \$15 per point/item – see table below)

Please be specific about what appliances you will have on site – NO other appliances other than the ones specified and paid for will be allowed on site, please do not make us ask you to remove appliances on the day.

- Bain Marie
- Fryer
- Cooker Wok
- Gas Stove
- Freezer
- Pie Warmer
- Fridge
- Coffee Machine
- Kettle/Jug
- Sandwich Press
- Blender
- Other: (Please specify details) .....

Please specify watts/amps and if you have more than one of the same item eg. Pie Warmer x 3 @ 10 amp each  
.....  
.....

## Food Vendors

Will you be serving/selling food?  Yes  No

What type of food/drink? .....  
.....  
.....

ALL Food Vendors must complete and return the enclosed "Temporary Food Stall form. Approval of a food stall is subject to compliance with City of Sydney council's requirements for temporary food stalls, which can be found on the City of Sydney website, [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

ALL cutlery, plates, and cups etc MUST be biodegradable or made from recycled materials and NOT plastic or polystyrene

ALL Food Vendors MUST have the following (basic) facilities at their stall: Flooring, Sneeze Guards, Temperature Control, Thermometer (to measure temperatures throughout the day), Utensil Washing, Hand Washing Facilities, Waste water bins.

Please advise if there is likely to be waste produced by your stall that will need to be disposed of on the day?  
 Yes  No

If yes, could you please select whether the waste is:

- Recyclable
- Non-Recyclable (will need to go to landfill)
- Compostable

# Public Liability Insurance

Do you have your own Public Liability Insurance?  Yes  No

If yes, please attach a copy of your current policy. Attached?  Yes  No

If no, do you need us to arrange Public Liability Insurance on your behalf?  Yes\*  No

(\*Additional \$20 fee applies)

# Car Details

For Bump In (setting up) and Bump Out (packing up) you will be allocated a ten minute loading time in the loading bay in Bulwarra Road. Please fill in your vehicle details below. When you arrive on site, one of our Volunteers will direct you to your allocated site pitch. Priority will be given to food stallholders and festival sponsors who require longer set-up time. Other loading times will be assigned based on receipt of completed application forms.

**NOTE:** NO vehicles are allowed to park in the loading zone beyond their 10minute unloading time.

**Bump In times: 8am-9.30am**

**Bump Out times: 4pm-5.30pm**

Estimated stall set-up time (to decorate stall, display merchandise etc).....

Do you require any special assistance in setting up your stall?  Yes  No

If yes please detail below .....

.....

Preferred Bump In time (10min slots starting at 8am).....

Preferred Bump Out time (10min slots starting at 4pm).....

Make and Colour of Vehicle: (eg. Silver Holden) .....

Model/Type of Vehicle: (eg. Nova) .....

Registration Number: .....

# Special Promotions

Are you offering Expo attendees any special offers/promotions at the Expo  Yes  No

If yes, please list details below for inclusion/promotion on the Expo website .....

.....

.....

Are you offering any discounts on the day to **Vegan Society NSW** members?  Yes  No

If yes, please list details below for inclusion/promotion on the Expo website and to our membership database:

.....

.....

Would you like to offer ongoing discounts to **Vegan Society NSW** members?  Yes  No

If yes, please list details below for inclusion in our new members welcome pack and promotion on

Vegan Society NSW and Expo websites: .....

.....



# Raffle Prizes, Lucky Door and Volunteer Gifts

Would you like to provide prizes/products/vouchers for raffle prizes on the day or at other fundraising events?

Yes  No

Would you like to provide products/vouchers for the Volunteers gift packs (x 50)

Yes  No

Would you like to provide products/vouchers for the Lucky Door gift packs (x 150)

Yes  No

If yes to any of the above, what would you like to provide? .....

.....  
.....  
.....

Monetary value (of each item if many) \$ .....

.....  
.....  
.....

*Please send these items to **The Sydney Vegan Expo 2011**,  
Attn: Samantha Payne, c/o 19 Willoughby Street, Kirribilli, NSW, 2061, no later than Friday 16th April 2011,  
or email [expo@vegansocietynsw.com](mailto:expo@vegansocietynsw.com) to arrange a collection time.*

## Talk / Demonstration

Would you like to present a talk/demonstration?  Yes  No

If yes, what will your topic be? .....

.....  
.....  
.....

Please note that preference will be given to Sponsors and topics most representative of Veganism, Sustainability and Compassionate Living. Maximum time for each talk is 30 minutes.

### Signed Agreement:

Name: ..... Signature .....

***By signing this document, you are agreeing to all the terms and conditions as listed above. No monies will be refunded if these terms are breached.***



## Payment Section

You can pay for your sponsorship or stall by cheque, direct deposit or credit card. All payments are due upon application. We have a limited number of stallholder places available, so we encourage you to apply early.

### By Cheque:

Please make all cheques payable to **The Vegan Society NSW Inc** and post to: The Sydney Vegan Expo 2011, Attn: Samantha Payne, c/o **19 Willoughby Street, Kirribilli, NSW, 2061**. Please write your business name and contact number on the back of the cheque. No postdated cheques please.

### By Direct Deposit

**Bank:** Commonwealth Bank of Australia  
**BSB:** 062-010

**Account Name:** Vegan Society NSW Inc  
**Account Number:** 28013648

Please include in the reference your business name.

Please forward your payment confirmation to [expo@vegansocietynsw.com](mailto:expo@vegansocietynsw.com).

### By Credit Card

Credit Card Payments: (please tick type):  VISA  MASTERCARD

Name on card .....

Card number: ..... Expiry date: .....

Signature of card holder .....

## Checklist:

Before you return your completed sponsor or stallholder registration kit, please check the following:

- All sections of the application form have been completed and the form is signed
- Your payment (including any extras for electricity, parking and insurance) is enclosed (if mailed), otherwise you have paid online by Direct Deposit – please print and mail or scan and email your proof of payment.
- Food and Drink Stalls have included a completed “Temporary Food Stall Details” form.
- You have enclosed a copy of your accreditation by Choose Cruelty Free Australia
- You have enclosed a copy of your Public Liability Insurance
- Please email a high-resolution jpg (minimum 300dpi) copy of your logo for use on promotional materials to [expo@vegansocietynsw.com](mailto:expo@vegansocietynsw.com)

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All fees go to support **The Sydney Vegan Expo** and cover the necessary costs to ensure that the festival is possible. Payments are non-refundable. Donations are not tax deductible. All products displayed, promoted and sold **MUST** be vegan and certified cruelty free (by Choose Cruelty Free Australia [www.choosecrueltyfree.org.au](http://www.choosecrueltyfree.org.au)). All food served, promoted or sold must be 100% vegan. The **Vegan Society NSW** and organisers of the **The Sydney Vegan Expo** reserve the right to refuse any sponsor, stall, workshop, demonstration or speech deemed to be incompatible with the festivals goals.

***We sincerely thank you for your application  
The Sydney Vegan Expo would not be possible  
without your support***

