

Stallholder Terms and Conditions – Hedland Grants Expo 2025

Inclusion in the Hedland Grants Expo 2025 ('**Event**') is by submission of the stallholder application form and acceptance at the sole discretion of the Town of Port Hedland ('**Town**').

Stallholders attending the Event, agree to be bound by these Terms and Conditions.

If the Town, at its sole discretion considers that any item, good, article, publication or material being exhibited, sold, distributed, used or offered as a prize by a stallholder is unsuitable, objectionable or offensive, that stallholder must after a request from the Town to do so, immediately remove all items, goods, articles, publications or materials of that type from the Event. Items referring to alcohol abuse, drug use, violence or that are sexually explicit or suggestive in nature are not permitted.

Stall Applications and Attendance

1. Applications are to be completed online via shared link by the application deadline.
2. Stallholder applications close on 9 March 2025. The Town have the right to close applications earlier if stall sites are filled prior to the deadline.
3. No stallholder fee is required for this Event.
4. Stallholders are provided with the space and power for the Event for which they have indicated on their application form, or as discussed, in writing with the Town prior to the Event.
5. Site allocations will be at the discretion of the Town and can be changed at any time prior to stall setup.
6. Stallholders are encouraged to promote their attendance at the Event and will be provided with social media collateral/posters etc by the Town.
7. Changes to stallholder requirements must be emailed to the Town no later than one (1) week prior to the Event.
8. Stallholders are to provide their own equipment for sufficient operation of their stall. The Town will provide chairs (if required) however will not be responsible for sourcing other materials or equipment that stallholders have not supplied, i.e. marquees, tables etc.
9. Stallholders are responsible for erecting and dismantling their own marquees and stalls.
10. Group or Company trading name must be clearly marked on the stall.
11. Stallholders must remain onsite for the duration of the Event with one person allocated with overall responsibility.
12. Microphones/Megaphones or similar are not to be used by stallholders.
13. All stallholders are responsible for the cleanliness of their site/s and their immediate areas. Sites are to be kept clean and free of rubbish. All items such as boxes, crates or canisters shall be screened or covered from public view.
14. Stallholders must comply with the provisions of the Work Health and Safety Act 2020 and Work Health and Safety Act (General) Regulations 2022 and any applicable local laws or directions from the Town to ensure the health, safety and well-being of all whom come in contact with their site.

Regulations and Insurance

15. Stallholders and their staff/volunteers will at all times comply with the rules and regulations of the Event including those contained in any pre-event email correspondence and will abide by all instructions issued by Town.
16. Stallholders must promptly report any accident or incident to the Town, including in relation to any property damage; illness accident or personal injury; matters concerning the health, safety, or security of the public; hazards and near misses.

Liability

17. Town will not be responsible for any loss or mis-delivery of exhibits/items at the Event or for any damage done there to. Stallholders are responsible for insuring their own property and stock.

Event Cancellation

18. The Town will inform confirmed stallholders via email of Event cancellation with as much notice as possible.
19. Under no circumstance, will stallholders distribute cancellation email from the Town to their social media pages/ websites.
20. If stallholders wish to advise their stakeholders of the changes, this must only be done so through utilising promotional materials provided by the Town or sharing Town social media posts and/or website updates.

Other

21. Stallholders consent to any photographs/videos taken of their staff/volunteers and/or stall to be used by the Town in its sole unfettered discretion.
22. By submitting this application, the stallholder agrees to the JD Hardie Youth and Community Hub's terms of entry.