

2025 Pet Expo Stallholder Booking Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed to request a stall/site at Council's 2025 Pet Expo event. Upon receiving your application, Rockhampton Regional Council will contact you to confirm your booking.

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Event Details		
Date: Saturday, 6 September 2025		
Time: 9.00am – 2.00pm Bump-in: 6.00am – 8.30am Bump-out: 2.00pm – 5.00pm		
Venue: Robert Schwarten Pavilion, Rockhampton Showgrounds, Exhibition Road, Wandal		
Customer Details		
Business/Organisation name:		ABN:
Contact name:		
Preferred contact number:	Email:	
Preferred contact method: <input type="checkbox"/> Email <input type="checkbox"/> Phone		
Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address (if different):		
Stall/Site Details		
Please provide a brief description of your stall/site including purpose and/or service/products on offer:		
Size of site required: <i>(Site sizes greater than the 3m x 3m parameters will be dependent on the availability of space and require confirmation. Both indoor and outdoor pavilions will be used for this event.)</i>		
<input type="checkbox"/> 3m x 3m <input type="checkbox"/> Other – Size of site required:		
Pavilion preference: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor		
<i>Please note: There will be no power available to stalls. The ground of the outdoor pavilion is gravel. While every endeavour will be made to provide the site you request, the site provided will be at the discretion of Rockhampton Regional Council. In general, dog related businesses will be situated in the outdoor pavilion. However, each booking form will be considered individually. You will be required to provide all items for your stall/site, including marquees, tables, chairs etc. If erecting a marquee, it must be weighted with sandbags or equivalent. No pegs or stakes are to be used.</i>		

Public Liability Insurance *(Please note a copy of your public liability insurance and indemnity statement must be provided.)*

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Additional Information

Is there any further information you would like to provide?

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Public Liability Certificate of Currency and Indemnity Statement
- Food Business Licence *(if applicable)*

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my knowledge. I confirm and accept the attached Terms and Conditions as outlined in the 2025 Pet Expo Stallholder Factsheet.

Name:

Signature:

Date:

2025 Pet Expo Stallholders Terms and Conditions

1. The stallholder must submit to Rockhampton Regional Council (RRC) a completed Pet Expo Stallholder Booking Form (the Agreement) at least 14 days prior to commencement of the 2025 Pet Expo (the Expo).
2. When advising what site size you require, the entire stall footprint including all ropes and awnings and back of house must be considered. If you are a food vendor you need to include cold rooms, storage and freezers and ensure these items fit within your site.
3. RRC reserves the right to cancel or postpone the Expo for any reason. Where the Expo is cancelled or postponed by RRC, even after commencement of the Expo, RRC will not be liable to reimburse any fees incurred by the stallholder for accommodation or travel arrangements.
4. The stallholder indemnifies RRC against claims by any person in respect of injury, death, or loss of, or damage to any property, resulting from or in any way connected to the stallholder.
5. All stallholders are required to hold a public liability insurance policy current at the time of the Expo (including bump-in/bump-out period) for an amount not less than twenty million dollars (\$20,000,000). The insurance policy must list RRC as an interested party and cover liability to RRC for loss of or damage to property and death or injury to any person. Stallholders must provide a copy of the certificate of currency at RRC's request.
6. All food vendors must supply only reusable or 100% compostable food ware to their customers at the Expo (this includes straws, stirrers, cutlery and plates).
7. RRC reserves the right at its sole discretion to enter your site at any time and remove or request the removal of any article, sign, pictures, or service which is deemed unsafe, not eligible for display or is considered offensive, inappropriate, or contrary to the ethos of the Expo.
8. Power is NOT included.
9. Any electrical equipment or leads brought into the Expo by a stallholder are required to have been inspected and tagged by a licensed electrical contractor within the last 12 months and be compliant for the entirety of the Expo.
10. All food vendors must comply with health requirements of the *Food Act 2006*, *Food Regulation 2016* and the Food Safety Standards. RRC Environmental Health Officers may inspect your site to ensure requirements are being met. Where applicable, food vendors are required to have a current Food Business Licence. If required, applications for Food Business Licences should be submitted at least 30 days prior to the Expo to allow adequate time for processing and must contain the required supporting documentation.
11. Stallholders and food vendors are responsible for the correct removal and disposal of waste and waste water and any costs incurred as a result of such removal and disposal.
12. Food Vendors using gas are required to have a current Gas System Compliance Certificate (AS/NZS 5601:2:2010 Gas Installations). Food Vendors at the Expo must have a copy of their Gas System Compliance Certificate available for viewing by Gas Inspector/s and RRC officers during the Expo, bump-in or bump-out period. You are required to be compliant for the entirety of the Expo.

13. Site placement and layout is at the sole discretion of RRC. The stallholder must comply with any reasonable direction by RRC with regards to safety, the movement and parking of vehicles, and conduct while interacting with public and other stallholders.
14. If RRC identifies a potential safety hazard within the site, you must comply with instructions to remove the hazard.
15. All stallholders, including but not limited to food, retail and business traders agree to comply with Federal, State and Local laws together with any fire, police, health and/or public safety laws, regulations or ordinances which are or may be applicable. All stallholders must comply and adhere to the directions of Workplace Health and Safety officers that may be present on the day.
16. It is the responsibility of the stallholder to maintain a clean, tidy and waste free site at all times. All property must be removed at the conclusion of the Expo and vacant sites must be left in a tidy manner. Any items left behind will be disposed of.
17. RRC will not be liable for any theft, loss or damage to property during the Expo, bump-in or bump-out period.
18. The stallholder shall not dismantle, remove or pull-down the site or any part of the site or cease trading or leave the Expo before the close of business on the day of the Expo.
19. Vehicles involved in the set-up and dismantling of trade sites must strictly follow the bump-in and bump-out times and must adhere to RRC's traffic management plan. Vehicles forming part of the trade site display are not permitted to move during Expo operating hours. Vehicles are not permitted to park within the Expo site.
20. Smoking (including e-cigarettes or vapes) and consumption of alcohol is not permitted on site at any time.