

Exhibitor Application Form

Please fill in your details and requirements in the following sections of this form. **All sections must be completed for your application to be considered.**

Contact Details

Please enter your organisation contact details of the relevant person who will manage this application in the boxes provided below.

Organisation Name:

Signage Name:

(For onsite display)

Business Description:

(This will be used for your Festival website display)

Contact Name:

Position:

Postal Address:

Post Code:

Phone Number:

Area Code: ()

Fax Number:

Area Code: ()

Mobile Number:

Email Address:

Website:

www.

Presentation Details

Applicants for the talks and workshops program must complete a Presenter Application Form. **Please note: Presenter applications close on the 31 October 2008.**

Have you applied for a presentation space at the Festival?

Yes No

Exhibition Spaces

A range of Exhibition Spaces are available. Please select the relevant space and prices for your organisation below in the tick box. **All prices are inclusive of GST.**

3 X 3 Exhibition Space

Please note these prices are inclusive of GST.

\$1,600.00 3 x 3 Exhibition Space ✓

6 X 3 Exhibition Space

Please note these prices are inclusive of GST.

\$3,000.00 6 x 3 Exhibition Space ✓

Additional Services

Please select the relevant furniture and services for your exhibition space in the boxes provided below. **All prices are inclusive of GST.**

Furniture Booking

Please indicate which of the following furniture you require in the boxes provide below.

Table's timber trestle 1.8 metres No. **\$26.40** per table (3 days) \$

Chairs stackable white plastic No. **\$6.60** per chair (3 days) \$

Services Booking

Please indicate which of the following services you require in the boxes provide below.

Power 10A (Number of outlets) No. **\$176.00** connection fee \$

Power 15A (Number of outlets) No. **\$186.00** connection fee \$

Water Outlet (Number of outlets) No. **\$88.00** connection fee \$

Please note: All electrical equipment to be used on site must be tagged by a qualified electrician for safety reasons. Please ensure this is done or equipment will not be able to be used on the Festival site.



cyclic > creating no waste

We form policy/legislation/programs that enable society to **reuse, recycling and composting** waste. Yes No

We reuse or recycle our **waste on-site** (including organic composting).

We collect our waste for **off-site recycling** or reuse.

We purchase products with **recycled content**.

We collect **grey-water** for reuse.

never	sometimes	always
0	1	2
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



solar > using clean energy

We form policy/legislation/programs that enable society to **harness clean, natural energy**. Yes No

Our premises has design features that **absorb winter sun / deflect peak summer heat** (solar hot water, building orientation, insulation, window glazing/shade).

We buy nationally accredited **GreenPower** for running our operations/offices.

We produce our own clean, natural energy such as **solar or wind power**.

We favour sustainably managed **sun-grown materials** over metal and plastics.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



social > caring for people

We form policy/legislation/programs that **fosters community** and cultural development. Yes No

We value staff input and **actively engage staff** in decision making in our organisation.

Our **staff meets socially** on an informal basis.

We foster **staff learning and development** (apprenticeships, professional development youth traineeships, work experience opportunities etc).

We acknowledge hard work and **empower employees** to achieve goals related to their work.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



safe > ensuring it is harmless

We form policy/legislation/programs that enable society to **protect ecological systems** such as habitat, waterways or air quality. Yes No

We **minimise the use of harmful chemicals** in our operations and work place.

We actively promote **Occupational Health & Safety** within our organisation.

We use **non-hazardous** paints, varnishes and cleaning fluids.

We use **recycled** (at least 50% post consumer waste) and/or **forest friendly paper**.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



efficient > running with less

We form policy/legislation/programs that enable society to **use of materials and energy and water more efficiently**. Yes No

We **reduce paper consumption** by efficient use, or by using paperless systems.

We **reduce mains water consumption** by using low flow, waterless appliances and systems or by collecting rain-water.

We actively promote **efficient and sustainable transportation** (staff commute by bicycle public transport, fuel efficient vehicles or by car-pooling).

We **minimise energy consumption** (Reducing energy consumption, efficient appliances).

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



smart > adapting to change

Our policies/legislation/programs use structures and systems that allow for **transition in the future**. Yes No

We **research and develop** new systems/services with strong social and environmental benefits.

We monitor **local environmental and social issues** and reposition our organisation accordingly (e.g Responding to the drought).

We monitor **global environmental and social issues** and work towards repositioning our organisation accordingly (e.g Adjusting emission targets to reflect scientific reporting).

We actively **collect feedback** to modify and update our sustainability practices.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

40-60 Love your work! You are serious about sustainability and your organisation is powering on. Great work!

35-40 Well done, you know your stuff! Of course there is always more to do but we do not need to tell you.

25-35 Not bad, you are in a perfect position to move ahead, try taking a holistic, systems approach.

10-25 Sounds like you have made a start. Continue with the little things and work up.

0-10 Looks like you've got some work to do, but do not worry there are plenty of places to get you on the road.

Completed by _____ Date _____



Exhibitor Terms & Conditions 2009

The Sustainable Living Foundation Inc (SLF) is a not for profit body that is dedicated to promoting sustainability in our community. The SLF is conducting a Sustainable Living Festival on Friday 20 to Sunday 22 February 2009 (the Festival), to be held at Federation Square, Melbourne. This document sets out the legally binding terms and conditions on which SLF provides access to each Exhibitor to participate in the Festival.

BECOMING AN EXHIBITOR

1. SLF may accept or reject an application to exhibit at the Festival at its discretion. In return for the Exhibitor paying the total exhibition fee levied by SLF (Fee),

a. SLF will allocate one or more sites (Site) to the Exhibitor. SLF has complete discretion in the allocation and placement of Sites.

b. SLF does not warrant that the Exhibitor has the right to exclusively exhibit or sell any particular goods or services at the Festival.

2. The Exhibitor must pay the Fee by 20th December 2008. If not, SLF may immediately and without giving prior notice, cancel the Exhibitor's participation in the Festival and re-allocate the Site.

3. If the Exhibitor gives the SLF Festival Exhibitor Coordinator written notice that it wishes to cancel on or before 12 January 2009, SLF shall refund 50% of the Fee and retain the balance. Where SLF receives notice of cancellation after 12 January 2009 SLF shall retain the entire Fee. SLF may in its discretion give a partial refund where SLF deems it appropriate in the circumstances.

4. Each Exhibitor must by 20 December 2008 give SLF written details of,

a. any products or services it proposes to display at the Festival; and
b. any critical issues that need to be considered by the Festival team, such as but not limited to:

i. Access to direct sun for solar panels,

ii. Height restrictions on equipment,

iii. Access to power / water / sewerage,

iv. Any dangerous goods or chemicals and their DG ratings,

v. Proposed stand layout and content.

5. The Exhibitor agrees to abide by the details listed in SLF's Waste Wise agreement.

INFORMATION PROVIDED BY THE EXHIBITOR

5. The Exhibitor represents and warrants that the information it gives to SLF about the Exhibitor or its products or services is true and correct and that the eco-id assessment has been completed honestly and fairly. The Exhibitor acknowledges that SLF is relying on this representation and warranty to decide whether to accept the Exhibitor's application.

6. If requested by SLF, the Exhibitor must verify, within a reasonable time and to SLF's satisfaction, the information provided on the eco-id form or SLF may terminate this contract.

7. SLF will keep confidential the answers that the Exhibitor gives to SLF on particular items in its eco-id assessment. That is, SLF will only use a 'high level' total of performance in each category, and will not disclose answers to particular questions in each category without the Exhibitor's prior approval. SLF will not use the Exhibitor's eco-id assessment for purposes other than the Festival (including its website and program) without the Exhibitor's prior approval.

USE OF THE SITE

8. The Exhibitor shall only have a non-transferable, revocable license to occupy the Site during the period of the Festival, subject to all of these terms. Except with the prior written consent of the SLF, the Exhibitor must not assign or sub-let or part with possession of the whole or any part of its Site or purport to do so.

9. SLF will ensure the Exhibitor has access to the Festival venue to set up and erect their displays at times designated by SLF.

10. The Exhibitor must complete setting up all displays and have the Site ready for public viewing by 8.00am on Friday 20 February 2009, and 9.00am on Saturday 21 & Sunday 22 February 2009. If the Exhibitor fails to occupy the Site by these times, SLF may occupy or cause the Site to be occupied in such a manner as SLF considers appropriate and without releasing the Exhibitor from any liability.

11. SLF and Federation Square management will inspect each Site prior to the opening of the Festival to ensure all requirements have been met and that each exhibit is in a safe and habitable condition. If an exhibit is deemed to have not met the requirements, SLF reserves the right to close the exhibit and request the Exhibitor to rectify the problems as soon as possible and practical. The Exhibitor may proceed to rectify the concerns of SLF, but is subject to pedestrian and emergency services access. SLF will direct the Exhibitor when they can safely access their exhibit. The exhibit may not reopen until such time as SLF is satisfied that all concerns have been rectified.

12. The Exhibitor must not leave their site unsupervised prior to 5.30pm on Friday 20 and Sunday 22 February 2009 and 6.30pm on Saturday 21 February 2009.

13. The Exhibitor will ensure that the displayed products are contained within the footprint of the marquee or allocated site area. Products placed outside of this area will need to be relocated by the Exhibitor at the direction of the SLF Exhibition Coordinator to ensure that walkways are not restricted for pedestrians and emergency vehicles.

14. Exhibitors requiring the use of space outside of the marquee area must have specific dimensions approved by the SLF Exhibition Coordinator prior to 12 January 2009. **There will be no space available adjacent to the marquee for vehicles or trailers to be parked.**

15. The Exhibitor must keep the Site in a clean and safe condition during the Festival and at the end of each day of the Festival the Exhibitor must clean its Site and surrounding area to the satisfaction of the SLF Exhibition Coordinator.

16. SLF will arrange for a security service to be provided at the venue from 6.00 pm

right to regulate or prohibit any Exhibitor activities that SLF considers may cause excessive noise levels or annoyance to other sites or the public or detract from the amenity or atmosphere of the Festival.

18. SLF may enter any Site or area of the Festival and remove any article, sign, picture or printed matter, which the SLF Site Manager considers is not eligible or appropriate for display or may cause offence or is not within the spirit of the Festival.

19. The Exhibitor shall not conduct or permit to be conducted on the Site any competition or gambling activity without the written authority of the SLF.

20. On Sunday 22 February 2009 the Exhibitor must completely pack up the Site and remove any displays, plant or equipment or other material from the Site and the surrounding area. However, the Exhibitor must not pack up the Site until after 5.00 pm and vehicles will not be permitted to enter or leave the venue until 6.00 pm. Vehicle movement will be strictly scheduled for the Load In & Load Out. Any vehicle trying to enter the site at any time out of turn will be placed at the end of the schedule with no exceptions.

21. If any displays, plant or equipment or other material are not removed from the Site before Monday, 23 February 2009 the Exhibitor will pay SLF a storage charge of \$500 per item per week for so long as SLF stores the item. If the Exhibitor has not collected any item by 31 March 2009 the Exhibitor will be deemed to have abandoned the item and the Exhibitor agrees that title in the item passes to the SLF and the SLF may deal with the item as it wishes, including selling it and retaining all the proceeds of sale.

INSURANCE AND INDEMNITY

22. The Exhibitor must have in place insurance cover for public liability and product liability of at least \$5 million per claim (or for lesser amount as agreed to by SLF) for at least the duration of the Festival and for one month afterwards. By attending and displaying at the Festival, the Exhibitor is deemed to expressly warrant to the SLF that the Exhibitor has such insurance cover.

23. The Exhibitor:

a. retains all risk in any items displayed at the Site or the products of the Exhibitor used at the Festival;

b. is responsible for arranging insurance for such items; and

c. releases the SLF from all liability for the safety or security of the Sites or any loss of or damage to any items displayed at the Site or the products of the Exhibitor used at the Festival, whether caused by theft or willful act, accident or negligence, fire, flood or any other event.

24. The Exhibitor hereby:

a. Accepts all responsibility for and shall hold the SLF fully indemnified against, any loss, damage, claim or cost (including legal costs on a full indemnity basis) caused by or in any way related to any act or omission of the Exhibitor in connection with the Exhibitor's participation in the Festival, including damage or injury to any person or property caused by any activity, machine, implement or apparatus;

b. Undertakes to conform with the requirements of any law regulating the Exhibitor's activities in connection with the Festival (including any Act, regulation, by-law or ordinance made by any Government, semi-Government or local Government Authority) such as laws relating to the erection of structures, displays, demonstrations and trade and commerce.

25. In no event shall SLF be liable to the Exhibitor for any special, consequential or indirect loss or damage or loss of anticipated revenue or lost profits, regardless of the form of action (including negligence).

CANCELLATION AND TERMINATION BY SLF

26. If SLF cancels or postpones the Festival, SLF may terminate this contract by giving the Exhibitor written notice. If SLF cancels the Festival, SLF shall refund fees paid to SLF within one month of the decision to cancel the Festival. However SLF shall not be liable to the Exhibitor for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation or postponement.

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

GENERAL

28. SLF reserves the right to amend any of these terms at any time without prior notice to the Exhibitor; however SLF shall use reasonable efforts to ensure that a current version of these terms is available on the Festival website at all times.

29. The Exhibitor agrees to abide by any reasonable directions given to it by SLF during the running of the Festival.

30. All exhibitors are expected to display appropriate levels of respect towards other exhibitors, SLF staff, volunteers, and the public. This includes avoiding any activity that may disrupt the experience of these people; such as loud noises, inappropriate language etc.

31. Where these terms anticipate SLF giving an approval or consent, or exercising its judgment, SLF may do so in its absolute discretion and subject to any terms determined by SLF. SLF is not obliged to give reasons for giving or withholding its consent or for giving its consent subject to terms.

32. In these terms: headings are for convenience only and shall not affect interpretation; words like "such as" and "including" shall not imply any limitations; Exhibitor means the person or entity who applies to exhibit at the Festival and that person's or entities officers, employees, contractors, representative and agents; and SLF means The Sustainable Living Foundation Inc and that entity's officers, members, employees, contractors, representatives and agents.