



**NURSERY & GARDEN INDUSTRY OF VICTORIA
TRADE DAY STAND HOLDER APPLICATION FORM**

Valid 1st July 2016 – 30th June 2017

The information you provide is being collected for the purpose of processing your Trade Day Stand Holders Application. The provision of the information requested is voluntary. However, if you do not provide the information requested, we may be unable to process your application and grant you access to Trade Day. We will use the information to keep you informed about industry news, services, offers and upcoming events. The NGIV will not send you information about these products or services if you ask not to.

Please note: To be a stand holder at Trade Day, you first must be a full member of the association.

INSTRUCTIONS: Complete all sections of this application form, along with a signed copy of the stand holder's terms & conditions and send to NGIV, via one of the following options:

Email: ngiv@ngiv.com.au

Fax: (03) 9576 0431

Mail: Nursery & Garden Industry Victoria

PO Box 2280, Wattleree Road LPO, East Malvern, VIC 3145

BUSINESS DETAILS:

BUSINESS NAME:

MAIN CONTACT PERSON:
(Will receive all emails from NGIV)

PHONE

MOBILE:

EMAIL:

ABN:

WEBSITE:

BUSINESS ADDRESS:

SUBURB:

POSTCODE:

STATE:

MAILING ADDRESS:

SUBURB:

POSTCODE:

STATE:

NGIV AUTHORISED REPRESENTATIVE:

SUBSTITUTE NGIV AUTHORISED REPRESENTATIVE:

BUSINESS CATEGORY:

RETAIL

PRODUCTION

ALLIED TRADE

STAND SELECTION & FEES

PERMANENT: A permanent stand holder is one that has a 12 month booking for an allocated site and has agreed to meet payment for this site in advance on a quarterly basis.

If non- attendance exceeds two Trade Days within a calendar year, the Trade Day Committee may take action to cancel the booking. Any member applying for a permanent site may be placed on a waiting list and will be allocated a site when one is available.

CASUAL: A casual stand holder attends on an ad hoc basis – no set months. Written application for space must be received by NGIV at least seven (7) days prior to Trade Day. Invoices will be sent immediately after trade day.

Once booking is confirmed by NGIV, no cancellations will be accepted. No refunds are available for stand holder fees.

STAND SELECTION & FEES:

PLEASE SELECT STAND TYPE: ALL PRICES ARE GST INCLUSIVE.

PERMANENT:

SINGLE (5m x 8m): \$450

DOUBLE (10m x 8m): \$680

TRIPLE (15m x 8m): \$890

CASUAL:

SINGLE (5m x 8m): \$225

DOUBLE(10m x 8m): \$330

BILLING DETAILS:

ACCOUNTS EMAIL:			
AMOUNT ENCLOSED:			
CIRCLE METHOD OF PAYMENT:	<input type="checkbox"/> CHEQUE Payable to Nursery & Garden Industry Victoria	<input type="checkbox"/> EFT TRANSFER BSB: 083-125 A/C: 505 178 365	<input type="checkbox"/> CREDIT CARD
TYPE OF CARD:	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	
COMPANY:			
NAME ON CARD:			
CARD NUMBER:			
EXPIRY DATE:		CVV:	
SIGNATURE:			DATE:

PLEASE NOTE: IF SIGNING ON BEHALF OF A PARTNERSHIP, AT LEAST 2 PARTNERS MUST SIGN APPLICATION. IF SIGNING ON BEHALF OF A COMPANY, THE APPOINTMENT OF THE SIGNATORY MUST BE INLCUDED.	
SIGNATORY 1:	DATE
SIGNATORY 2:	DATE:

PLEASE ATTACH A COPY OF YOUR CERTIFICATE OF CURRENCY FOR PUBLIC LIABILITY INSURANCE, ENSURE THAT IT COVERS YOUR BUSINESS FOR ALL TRADE DAY ACTIVITIES.

OFFICE USE ONLY:

MYOB Inv. #	Processed by:	Date:
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Nursery & Garden Industry
Victoria

TERMS & CONDITIONS FOR NGIV TRADE DAY STAND HOLDERS

The NGIV has in place a Risk Management Framework for events managed by the organisation. The Framework has identified specific responsibilities for all persons attending events such as Trade Day.

These terms and conditions govern Nursery and Garden Industry of Victoria (NGIV) ABN 92 004 179 373 and each stand holder that has applied to or/currently to exhibits at NGIV's Trade Day.

1. STANDHOLDER APPLICATION

- 1.1. Entry to sell nursery and trade related goods at Trade Day is available to all members of NGIV on a permanent or casual basis. Please contact NGIV for pricing schedule.
- 1.2. Your stand holder application is subject to acceptance by NGIV, in its absolute discretion, confirmed in writing (including, but not limited, to email) after NGIV has received your fully completed application form, Certificate of Currency and the stand holder fees (if required) relating to your application.

2. PUBLIC LIABILITY INSURANCE

- 2.1. All stand holders are required to have a current public liability insurance policy. The policy should cover all of the activities at Trade Day including bump in and bump out.
- 2.2. All stand holders are to provide NGIV with a copy of their Public Liability Insurance, in the form of a Certificate of Currency.¹
- 2.3. Approval of your stand holder application cannot be granted until the Certificate of Currency has been submitted.

3. FINANCE/INVOICING

- 3.1. Agreements for permanent trade day stands when available shall include payment of a one off non-refundable licence fee as determined by the Board of NGIV. Refer to current price schedule.
- 3.2. Stand holder accounts are to be paid on strict 30 day accounts unless NGIV requests COD payment, however, in the event that the agreed terms of credit are not met and payments are not forthcoming, such delinquency will result in the stand holder being advised at the end of the second Trade Day that they are in arrears and that permission to attend the next (third) and subsequent Trade Days is suspended until all outstanding payments are made.
- 3.3. Permanent trade day stand holder fees will be billed quarterly. They will be billed at the start of the quarter e.g. July to September quarter will be billed early July.
- 3.4. Non-payment of trade day stand holder fees, before the next quarter billing may result in your stand being cancelled e.g. if July to September's fees are still outstanding in October, this may result in your eligibility to a stand being cancelled.
- 3.5. Permanent stand holders have a commitment for 12 months. Any changes to a permanent stand holder's arrangement, either a reduction in size, or no longer required, must be communicated in writing to the office.
- 3.6. If the reduction is not of a permanent nature, but more seasonal, a financial adjustment to their stand holder fees will only be considered if the change occurs for 3 consecutive months or more, and at least two months' notice has been given with the change. i.e. if reducing the size of their stand for two months, no rebate/credit will be considered.

4. TRADE DAY ENTRY & BY-LAWS

- 4.1. Trade Day Cards must be worn by all attending Trade Day, for the duration of market. The cards remain the property of NGIV. If a business ceases to trade, or staff members leave employment, NGIV must be notified in writing and the cards destroyed or returned to NGIV immediately. If a member/stand holder loses a card, a replacement fee may be charged.
- 4.2. It is a condition of entry for all stand holders and their employees that they are wearing high visibility vests, shirts or t-shirts at all times during bump in (set-up) and bump out (pack up).
- 4.3. It is a condition of entry that all stand holders and their employees are wearing closed footwear at all times during Trade Day.
- 4.4. It is a condition of entry for all stand holders to have available for inspection their stand holder credentials at all times.
- 4.5. It is a condition of entry that all stand holders adhere to bump in and bump out times.
- 4.6. The NGIV advises all stand holders that should they choose to use the electricity supply of the Caribbean Gardens that they ensure all their electrical leads have been recently tested and tagged by an appropriately qualified electrician.
- 4.7. All stand holders are expected to advise NGIV officials immediately of an injury, chemical spill or soil spill.
- 4.8. If a permanent stand holder cannot attend Trade Day, the Trade Day Co-ordinator or NGIV should be notified at least five days prior to such date.
- 4.9. Failure to abide by any of these by-laws may result in the cancellation of your right to attend NGIV Trade Days.

5. PRIVACY

- 5.1. The information we collect about stand holders is used to facilitate application in Trade Day. Stand holder’s contact details are not disseminated to any party not connected to this event.
- 5.2. Stand holders names may be included on a delegate list – only name, title and company will be displayed.
- 5.3. Photographs taken at any NGIV program or event may be used for promotional purposes on the NGIV website and in NGIV publications. If you do not want a photo displayed in this way, please email ngiv@ngiv.com.au

You acknowledge that you have read and agree to be bound by the Trade Day By-Laws and agree to the above Terms & Conditions upon: (1) submitting your registration to NGIV (whether hardcopy or electronic) and (2) submitting a copy of your Certificate of Currency to NGIV.

Business Name:

Print Name:

Signature:

Date:

Checklist:

- Stand Holders Application Form
- Copy of Public Liability Insurance Certificate of Currency

ⁱ A certificate of Currency is a document issued by your insurer to show that your cover is current and indicates trade day is included in the conditions of the protection the business holds.