

THE AIDS ACTION COUNCIL IS PROUD TO PRESENT  
FAIR DAY AT GORMAN ARTS CENTRE

CELEBRATING THE DIVERSITY OF  
CANBERRA'S LGBTIQ COMMUNITIES

# FAIR <sup>2017</sup> *day*

*Stallholder*  
INFORMATION PACK

SAT  
28  
OCT

11AM  
UNTIL  
4PM

GORMAN  
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## FAIR DAY AT GORMAN ARTS CENTRE

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Fair Day has been held annually since the first SpringOUT Pride Festival in 1999, with increasing numbers of attendance and diversity each year.

SpringOUT Pride Festival is Canberra's queer cultural festival which affirms the pride, joy, dignity and identity of Canberra's LGBTIQ (lesbian, gay, bisexual, transgender, intersex and queer) communities through events of celebration.

This year, Fair Day will again kick-off the popular SpringOUT Pride Festival at the Gorman Arts Centre on Saturday 28 October. The Gorman Arts Centre supports a range of innovative and accessible arts and community activities and is within easy walking distance of Civic and Braddon.

Fair Day has been the site of important community research including the Snapshot Lesbian and Bisexual Women's Survey and the Canberra Gay Community Periodic Survey. Fair Day continues to be one of Canberra's major grassroots community events.

## THE AIDS ACTION COUNCIL

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Since its establishment in 1983, the AIDS Action Council has been delivering important outcomes for the health and wellbeing of our communities. Services have evolved in response to community needs and medical advances. HIV work has stayed at the heart of what we do, and this work now sits within a broader focus on health promotion, prevention, treatment, community acceptance and the celebration of diversity across our community.

Our mission is to work with individuals, communities and partner organisations to: virtually eliminate new HIV transmissions by 2020; provide support for individuals and families living with and impacted by HIV; and build a strong and safe community that is free of discrimination, marginalisation and stigma.

## FAST FACTS

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<b>Date</b>	SATURDAY 28 OCTOBER 2017
<b>Time</b>	11 am to 4 pm Fair Day
<b>Venue</b>	Gorman Arts Centre is a significant heritage complex located within easy strolling distance of Braddon and Civic.
<b>Location</b>	GORMAN ARTS CENTRE 55 AINSLIE AVENUE BRADDON, ACT, 2612
<b>Participants</b>	LGBTIQ communities & wider communities from Canberra and surrounding NSW areas.
<b>Deadline</b>	The deadline for sponsor applications is: <b>MONDAY 14 AUGUST 2017</b>
<b>Contact</b>	<b>AIDS Action Council</b> <b>Havelock House</b> 85 Northbourne Avenue Turner ACT 2612 Postal: PO Box 5245 Braddon ACT 2612 <a href="mailto:contact@aidsaction.org.au">contact@aidsaction.org.au</a> 02 6257 2855
<b>Fair Day Program</b>	The Fair Day program will be announced in mid-October on the following sites: <a href="http://www.aidsaction.org.au">www.aidsaction.org.au</a> <a href="https://www.facebook.com/aidsactionact">www.facebook.com/aidsactionact</a>

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# FAIR day 2017

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Havelock House (Gould Street entrance)  
85 Northbourne Avenue Turner ACT 2612  
PO Box 5245 Braddon ACT 2612  
02 6257 2855 | [contact@aidsaction.org.au](mailto:contact@aidsaction.org.au)

## STALLHOLDER INFORMATION PACK

[aidsaction.org.au](http://aidsaction.org.au)

## WHY BECOME A FAIR DAY 2017 STALLHOLDER?

Stallholders at Fair Day at Gorman Arts Centre are provided with the opportunity to access a highly targeted, influential and diverse audience in Canberra.

The majority of Fair Day attendees belong to LGBTIQ communities and approximately 80% live in Canberra. In 2015 more than 3,000 attendees were recorded, with a similar number attending in 2016.

The LGBTIQ communities proactively support LGBTIQ businesses and organisations, and businesses that publically support the LGBTIQ communities. The Canberra LGBTIQ communities include influential decision makers in both public and private sectors.

Fair Day is a family friendly event, with entertainment and activities for children, families and individuals – everyone is welcome.

### BUSINESS STALL

Fair Day is a perfect opportunity to place your business in front of our diverse LGBTIQ and mainstream communities.

Sponsorship opportunities are also available, which will provide you with the opportunity to increase your brand impact across various advertising platforms – see our sponsorship pack for further information.

There are limited numbers of stall spaces available.

### COMMUNITY STALL

Fair Day gives community groups a place where they can deliver their message.

The community stall price is only for not for profit organisations and is not available to trading individuals. A community organisation is one that has the welfare of the community as its core purpose and reflected in the nature of its activities. Such an organisation must be: not for profit, not a government institution, and able to articulate its contribution to the community.

We want Fair Day to be a celebration of Canberra's LGBTIQ diversity. A small number of spaces have been dedicated to organisations that might struggle to cover the costs of having a stall at Fair Day. Please contact the Council to discuss this if you would like to apply for special consideration.

Type	Number available	Investment
Business stall	20 only	\$175
Community stall	40 only	\$90

**By being part of Fair Day 2017 your organisation or business will have the opportunity to:**

- Expose your business to Canberra's diverse communities
- Develop relationships with new customers
- Network with other organisations and businesses.

**FAIR** <sup>2017</sup>  
*day*

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## TERMS AND CONDITIONS

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Acceptance of sponsorship and Fair Day stall applications is subject to the organiser's approval. The organiser reserves the right to decline applications without explanation. The name of an organisation, but not a specific product, will be associated with the stallholder arrangement (exceptions by arrangement). All sponsors and stallholder materials associated with The AIDS Action Council of the ACT (the Council) must be in keeping with the aims of the Fair Day 2017.

### 1. General

- 1.1 The Council - Fair Day 2017 will not be held responsible for any damage or loss to person or property, real or through fault, negligence or otherwise including weather and/or cancellation of the event. It shall be the responsibility of the stallholder to arrange all relevant insurance including but not limited to Public Liability, loss, damage and theft.
- 1.2 The Council - Fair Day 2017 reserves the right to allocate the sale and distribution of certain retail items to more than one vendor, unless otherwise negotiated in writing.
- 1.3 Community stalls may not give away products or services that a business is also providing for a fee.
- 1.4 The Council - Fair Day 2017 reserves the right to be the sole seller of raffles, collections and merchandise outside of stall sites.
- 1.5 The Council - Fair Day 2017 reserves the right to refuse late applications. If an application is accepted, it is dependent on site availability.
- 1.6 The Council - Fair Day 2017 reserves the right to refuse requests (eg. additional space, power, signage, etc.)
- 1.7 Stallholders including sponsors accept responsibility for setting up and clearing their stall space and surroundings, including the removal of all waste and recycling.
- 1.8 Stallholders including sponsors must ensure that the products and services on their site are accurately reflected in the application.
- 1.9 Stallholders including sponsors will receive confirmation of their site by email.
- 1.10 Stallholders not located in the courtyard (i.e. all food vendors) are required to have adequate protection from the sun. If you are unable to provide your own shelter it will be necessary to hire a marquee. No holes or pegs are permitted. All marquees must be self-standing and suitably weighted.
- 1.11 The Council will conduct random inspections of stalls to ensure compliance with these requirements.

### 2. Set Up

- 2.1 Gorman Arts Centre will be open from 8:30 am. Please arrive at your allocated time to prevent delays and traffic jams. Failure to do this may result in delays in stall set up.
- 2.2 On arrival, a Fair Day official will direct you to your stall.
- 2.3 All vehicles must be removed from the grounds by 10.15 am.

### 3. During

- 3.1 Stallholders including sponsors should be ready for Fair Day to start at 11:00 am. Fair Day will conclude at 4 pm.
- 3.2 Vehicles belonging to stallholders including sponsors will not be permitted into Gorman Arts Centre during the event, except if the vehicle is a part of the stall, and said stall is a food service stall located on the Forecourts.
- 3.3 Stallholders are not permitted to trade outside of their designated stall. Stallholders may hand out fliers or vouchers though are asked to conduct themselves with patrons' comfort and enjoyment of Fair Day in mind. Any stallholders deemed to be hassling visitors to Fair Day will be asked to cease this activity and return to their stall by a Fair Day Official.
- 3.4 All items must be set up within your allocated space unless prior written approval is granted by the Council. Organisers reserve the right to ask you to remove any items obstructing thoroughfares.

### 4. Pack Up

- 4.1 Stallholders must not begin packing up before 4 pm, unless approval is given by a Fair Day official
- 4.2 Vehicle access at the end of the day will not be permitted until the crowd has dispersed. Please confirm with a Fair Day Official before bringing a vehicle onto the grounds.

### 5. Electricity

- 5.1 All electrical equipment must be set up prior to 9:30 am.
- 5.2 All appliances, cords and boards will be checked for safety and compliance. If at any stage a Fair Day Official does not believe it to be safe then it must be turned off immediately.

## 6. Conditions of payment

- 6.1 On receipt of confirmation, a tax invoice will be forwarded to you. All stallholders must be fully paid within our trading terms of 30 days, or by Monday 4 of September 2017, whichever should occur sooner.

## 7. Cancellation Policy

- 7.1 By submitting the attached stallholder form you acknowledge and accept the following cancellation costs:
- More than 90 days prior to the event – No charge
  - 60-90 days – 30% of agreed value
  - 30-60 days – 50% of agreed value
  - Less than 30 days prior – 100% of agreed value
- 7.2 Fees are non-refundable except in the event that an application is not accepted by Fair Day before the closing date for the relevant application. No refund will be issued after the close of applications including in circumstances where you do not attend Fair Day or Fair Day is cancelled due to bad weather.

## 8. Insurance

- 8.1 Please note that businesses are required to provide a current copy of the Public Liability Insurance with registration.
- 8.2 Stallholders wishing to sell food must also provide a copy of their food business registration, or evidence of their exemption.

## 9. Privacy and Security

- 9.1 The Council collects information as required in order to administer and manage sponsorship and exhibitor registrations. If you do not provide all the relevant information including email address your registration may not be confirmed. The Council is totally committed to protecting the information collected for this purpose and will not make details available to any third party in any instance. If you wish to access your information or have queries in relation to how the Council handles this information, please contact us on 02 6257 2855.

## 10. Code of Conduct

- 10.1 All sponsors/stallholders acknowledge that participation at the 2017 Fair Day at Gorman Arts Centre implies certain responsibilities. The Council requires all sponsors to be aware of and abide by a set of general rules and regulations, which are traditionally considered standard. These cover issues regarding workplace health and safety, insurance, noise restrictions, damages, cleaning, venue limitations, venue compliance elements as well as any actions that are considered contrary to standard professional ethics.

## 11. Deadlines

- 11.1 The Council may set various deadlines in relation to items such as signage, registrations, advertisements, printing etc. The Council is under no obligation to action any item or request from a sponsor/stallholder that deals with an issue that had an identified due date, which was subsequently passed. Sponsors and stallholders are responsible for ensuring their own compliance with identified deadlines. The Council will ensure that all sponsors/stallholders are kept fully informed of all deadlines, logistical details and information requirements.

## 12. A healthy Fair Day for all

- 12.1 The Council is funded by ACT Health. As such, it is a condition of having a stall at Fair Day that you are sheltered from the sun. The majority of stalls will be sheltered by courtyard roofing; however, Food Stalls will need to ensure that they take reasonable actions to ensure sun safety.
- 12.2 Fair Day 2017 is a non-smoking event. Smoking will not be permitted within the Fair Day precinct and the Council reserves the right to ask smokers to move outside the venue or to put their cigarettes out.
- 12.4 Fair Day is a family friendly event.

## 13. Fair Day at Gorman Arts Centre

- 13.1 The Fair Day area will be located in Gorman Arts Centre, Canberra. No outside drink or food is permitted on the Fair Day site. The Council can ask you to leave the site if need be.

## APPLICATION FORM PART A

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**NAME OF ORGANISATION / BUSINESS:**

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**CONTACT PERSON:**

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**POSTAL ADDRESS:**

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**POSTCODE:**

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**BUSINESS HOURS PHONE:**

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**MOBILE:**

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**EMAIL:**

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**ABN:**

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**WEBSITE:**

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**PLEASE DESCRIBE YOUR STALL: PRODUCTS, SERVICES, ACTIVITIES.**

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**PLEASE LIST ANY SPECIAL REQUESTS YOU MAY HAVE RELATING TO YOUR STALL. ALL REQUESTS WILL BE GIVEN DUE CONSIDERATION:**

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### INCLUSIONS

All stalls are provided with 1 x trestle table and 2 x chairs.

There-phase power is not available. If you require access to electricity, please make note of this in the special request section.

*Please note that it is a requirement that all stalls are shaded for Work Health & Safety purposes.*

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## APPLICATION FORM PART B

ITEM	PRICE	NUMBER	COST
<b>STALLHOLDERS</b>			
Business Stall	\$175		
Community Stall	\$90		
<b>ADDITIONAL ITEMS</b>			
3x3 m marquee hire	\$120		
Trestle table	\$20/each additional		
Chair	\$5/each additional		
Donation to the AIDS Action Council of the ACT <i>(All donations over \$2 are tax deductible)</i>	\$		
<b>TOTAL</b>			

## APPLICATION FORM PART C

### Declaration

- I have read the terms & conditions for stallholders and sponsors and agree to the conditions therein.
- I have included all required certificates for insurance and catering purposes.
- All information on this form is, to the best of my knowledge, correct at the time of signing this declaration.
- I take responsibility for any incorrect information.

NAME OF ORGANISATION / BUSINESS:

SIGNED:

DATE:

**TO RESERVE A STALL ON FAIR DAY, PLEASE RETURN COMPLETED FORMS TO THE COUNCIL NO LATER THAN MONDAY 14 AUGUST 2017.**

**Email:** [contact@aimsaction.org.au](mailto:contact@aimsaction.org.au)

**Post:** AIDS Action Council, PO Box 5245, Braddon ACT 2612

**In person:** Havelock House, 85 Northbourne Ave, TURNER ACT 2612 , Gould Street entrance.