

# EOI - Pop Bam Stallholders 2024

## Form Preview

### Pop BAM 2024 – Stallholder application form

\* indicates a required field

#### About the Event

**Date:** 27 July 2024

**Time:** 10am-3pm

**Location:** Rathmines Theatre and Rathmines Park

Wham, bam, Pop Bam! Lake Macquarie's newest popular culture festival returns this July!

Lake Mac Pop Bam is a celebration of all things popular culture including comics, superheroes, music, film, television and everything in between.

This inclusive event for all ages and abilities will celebrate the magic that is popular culture.

Pop Bam is a ticketed event and we are looking for general market stallholders and food vendors to join us!

**All stallholders will be required to bring all necessary equipment for their stall (marquee, table, chairs, and specific stall equipment) and must bring marquee weights. No pegging of marquees is allowed in the park.**

#### Selection process:

All applications will be reviewed by a panel of LMCC staff based on the nature of the event with the following factors taken into consideration;

- The product or service being delivered and its alignment with the nature of the event.
- The competitive, affordable, and accessible pricing of products and alignment with the audience attending the event.
- The quality and standard of the product or service being offered
- Location of your business/organisation, noting applications from within Lake Macquarie City Council LGA are given preference (taking into consideration all other criteria), followed by the Hunter Region, Central Coast, and finally, Sydney and surrounds.
- Balance of opportunity between vendors to attend and supply products and services at LMCC events.

#### Business details

**What is your business/trading name? (Required) \***

**Business or organisation address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

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**Do you hold an Australian Business Number (ABN)? (Required) \***

- ☐ Yes  
☐ No

**Please provide your ABN (if you have one)**

## Contact Details

**Name \***

Title First Name Last Name

**Phone Number \***

Must be an Australian phone number.

**Email \***

Must be an email address.

**Please provide a secondary contact person \***

Organisation Name

**Please provide a secondary contact phone number \***

Must be an Australian phone number.

## Stallholders

**\* indicates a required field**

Type of stall

**What type of stall are you applying for? \***

- ☐ General Market Stall  
☐ Food / Drink Vendor  
☐ Performer / Activity (engaged by Lake Mac City Council)

## General Market Stall

**\* indicates a required field**

**Size of market stall \***

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- ☐ 3 metre x 3 metre
- ☐ 6 metre x 3 metre

### Description of products or services offered \*

## Food / Drink Vendor

\* indicates a required field

### Size of stall / food van \*

- ☐ 3 metre x 3 metre
- ☐ 6 metre x 3 metre
- ☐ Other

### If other size, what size is your food van?

### Description of food / drink products \*

## Power

Please note that there is limited power available on site, if you do require power please outline your requirements below

*Please note all power cords are to be tested and tagged and are to be covered by cable matting or trays. Whilst all efforts are taken to provide you a site close to the power box, you must bring cords and covering to extend up to 20 metres.*

### How much power do you require?

## Temporary Food Event Notification

An online notification process has been implemented for all food / drink vendors attending temporary events within Lake Macquarie LGA. Food / drink vendors confirmed to attend your event will be required to notify Council using the following link [Apply for a Temporary food event notification](#) Event organisers are required to provide the link to all approved food / drink vendors and to check that they have completed the online notification form 10 working days prior to the event. Should you have any food safety questions please contact

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Council's customer service on 4921 0333 and request to speak with an Environmental Health Officer.

**Please confirm that you have read, understood and agree to these terms \***

☐ Yes

### Performer / Activity (engaged by Lake Mac City Council)

\* indicates a required field

**Please outline your involvement in the event program. \***

**Please upload some high- res images of your performance / activity:**

Attach a file:

Attach a file:

Attach a file:

### Marketing requirements

#### Marketing requirements

For the purposes of cross promoting your involvement in the event, please provide the following information which may be used in advertising leading up to the event.

**Your website address**

**Your Facebook and/or Instagram handles**

### Photography Consent

This event is being photographed and filmed and your image may be used on connection with advertising and promotion by Lake Macquarie City Council. Should you wish to not be photographed or filmed please advise event organisers below.

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**I consent to my image being used with advertising and promotion by Lake Macquarie City Council**

- ☐ Yes  
☐ No

## Supporting documents

\* indicates a required field

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Please upload your supporting documents such as:

**Public Liability Certificate of Currency (minimum \$20 Million) \***

Attach a file:

**Risk Assessment (if required)**

Attach a file:

**Non-Profit Certificate (if required)**

Attach a file:

## Child Safe Organisation

\* indicates a required field

### Child Safe Organisation

Lake Macquarie City Council is a Child Safe organisation. As part of our commitment to providing a child safe environment we ask at all contractors, volunteers and suppliers, who in the process of their engagement with us provide activities directly to children, understand and observe LMCC Child Safe measures and code of conduct.

All engaged parties must complete the online form available via the link below prior to attending the event - [Child safe organisation - Declaration of understanding - Lifelong learning programming \(openforms.com\)](#)

**I agree to complete this form as part of the application process. \***

- ☐ Agree

## Submission

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Thank you for taking the time to complete an Expression of Interest for Pop Bam. All applications will be reviewed as they come in and all stalls will have an outcome no later than Friday 5 July 2024.

If you have any questions please refer to the [Event Toolkit](#) or contact the Events team on 02 4921 0544 or via email [events@lakemac.nsw.gov.au](mailto:events@lakemac.nsw.gov.au).

Successful vendors will be provided with stallholder terms and conditions.

**By submitting this application, I hereby declare that all the information supplied above is correct, true and valid. I will present the supporting documents as and when required.**

## Privacy Management Plan

Lake Macquarie City Council is committed to making sure your personal information is managed in accordance with our Privacy Management Plan and relevant laws, such as the Privacy and Personal Information Protection Act 1998 (NSW). For more information about Council's practises relating to the collection, use and storage of personal information, please refer to our [Privacy Statement](#).