



HortPark
the gardening hub

For Official Use

Commercial F&B
 Hobbyist

Payment Ref: _____

Payment Mode: _____

Total Amount : _____

Application Form for MarketPlace Booth
Community Garden Festival 2017 @ HortPark
3, 4, and 5 November 2017, 9am to 7pm

A: APPLICANT PARTICULARS	
Name	:
NRIC/Passport Number	:
Age	:
Date of Birth	:
Email Address	:
Home Address	:
Tel (Mobile/Office)	:

B: BOOTH INFORMATION	
Booth Name	:
Registered Company Name (If Any)	:
Company UEN/NRIC Under Company Name (If Any)	:
Company Registered Address	:
AVA / NEA License (if any):	:
Registered Under	: <input type="checkbox"/> Hobbyist - \$60 <input type="checkbox"/> Commercial - \$90 <input type="checkbox"/> F&B - \$90
Electrical Equipment ¹	: 1.
	: 2.

1. Electrical equipment is strictly for display of products/services.
Appliances should not exceed 13Amps.
Use of extension cord is prohibited.



C: DESCRIPTION OF PRODUCTS/SERVICES ON SALE

Please list the products/services provided at the booth in the box below.
Additional product reference EG. Price list, catalogues, photos can be attached separately.

Garden Vendor

Products must be gardening/nature related. The exhibitor should clearly state the products/services to be sold at the Garden Bazaar at Gardeners' Day Out.

Food Vendor

No open flame cooking is allowed as per clause (17)

I have read and understood the Terms and Conditions* and wish to take part in the Gardening/Food Bazaar.

Signature of Applicant

Company Stamp (If Applicable)

Name of Applicant

Date

Please submit the completed application form via, email, post or in person by 01 August, Tues before 12 noon to:

Attn:

Ms Pearl Ho
Email: Pearl_Ho@nparks.gov.sg

Mr Chua Zi Han
Email: CHUA_Zi_Han@nparks.gov.sg

Mailing Address:

HortPark (Visitor Information Centre)
33 Hyderabad Road, Singapore 119578

For more information, please contact Pearl Ho at

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Date Received : _____
Accepted by : _____
Amount Payable : _____
Authorized Signature : _____
Booth Assigned : _____

****Please refer to the Terms & Conditions on the next page.**



Booth Pricing

S/N	Food Bazaar Category	Price (\$) per booth for 3 days	Booth size 1 table (8ft. x 2ft) and 2 chairs will be provided
1	Licensed Food Vendors	90	

S/N	Garden Bazaar Category	Price (\$) per booth for 3 days	Booth size 1 table (size 4ft x 2ft) and 2 chairs will be provided
1	Commercial Retailer	90	
2	Hobbyist	60	

TERMS & CONDITIONS:

Definition:

In these Terms and Conditions:

- (a) The National Parks Board shall be referred to as the “Organiser”.
 - (b) The company or individual submitting this Application shall be referred to as the “Applicant”.
 - (c) The applicant whose application has been approved shall be referred to as the “Exhibitor”.
 - (d) The Community Garden Festival shall be referred to as the “Festival”.
1. The Applicant must notify the Organiser on details of the food/products they wish to sell/promote at the Festival through the Application Form, which shall be subject to approval by the Organiser.
 2. Where the Applicant is required to obtain any licence, approval, permit or authorization from any relevant authority or organization, such as the National Environment Agency, related to their participation in the Festival, it shall be the Applicant’s responsibility to obtain such licence, approval, permit or authorization at his own cost, prior to submitting the Application Form. The Organiser reserves the right to request the Applicant to furnish proof of the licence, approval, permit or authorization obtained by the Applicant at any time after the submission of the Application, failing which the Application may be rejected or if approval is granted, the approval may be revoked.
 3. The Applicant is required to submit the list of food/products on sale at the Festival at the point of application. All application forms must be completed with full details and with all supporting documents attached. Incomplete forms (including application forms with insufficient details or incomplete documents) will be rejected.
 4. All successful applicants shall be notified within 7 working days after the closing date. Upon the Organiser’s said notification, the Exhibitor must make payment within 5 working days from date of approval of the Application via nets or credit card:
 - (a) For nets or credit card payment, the Exhibitor shall make payment at 33 Hyderabad Road Singapore 119578 on weekdays (excluding Public Holiday), between 8.30am – 4.00pm. Please call 6471 5601 to make an appointment to make payment.



- (b) For remote payment via credit card, please complete the attached 'CREDIT CARD CHARGES AUTHORIZATION FORM' and submit together with the completed Application Form.

The Organiser reserves the right to revoke the approval granted to the Exhibitor if payment is not made promptly.

5. The Organiser reserves the right to accept or reject an application by the Applicant, or to revoke any approval granted to the Exhibitor without giving any reason. The Organiser's decision on the same shall be final. The Applicant shall note that submission of the application does not imply automatic approval of the application.
6. The Organiser will allocate the booth number to the Exhibitor. Each Exhibitor is entitled to only one (1) booth. The decision of the Organiser regarding this shall be final.
7. The Exhibitor is not allowed to sub-let any booth or exhibition space to any other party that is not named as the Exhibitor in the Application Form or to sell any food/products or provide any service that are not approved by the Organiser.
8. The Organiser reserves the right to cancel or change the date, time and location of the Festival.
9. Upon approval of the Exhibitor's application by the Organiser, under no circumstance shall there be any refund provided to the Exhibitor. The Organiser's decision regarding this shall be final.
10. All food and equipment shall be set up and ready for sales by 8.30 am on all 3 event days on 3, 4, and 5 November 2017 until 7pm. The booth must not be left unmanned by the Exhibitor at any point during the Festival. The Exhibitor shall note that they are not allowed to stop operating before closing time without approval from the Organiser.
11. The Exhibitor shall make his own arrangements to safeguard his equipment and goods from theft, vandalism, loss or damage. The Exhibitor acknowledges that he shall be responsible for all his equipment and any other items (whether belonging to the Exhibitor, his employee, agent or contractor) placed, deposited, brought into or left in HortPark premises. The Organiser shall not be responsible for the safekeeping or custody thereof. Under no circumstances shall the Organiser be liable to make good or accept responsibility or liability in respect of any theft, vandalism, loss or damage to the Exhibitor's equipment and goods, and the Exhibitor shall hold NParks harmless in this respect.
12. The Exhibitor shall be responsible for the business viability of his allocated booth at the Festival and the Organiser will not be responsible for any losses incurred by the Exhibitor.
13. Upon conclusion of the Festival, the Exhibitor shall dismantle or remove all property brought onto HortPark premises and ensure that all litter and debris are disposed by 8pm on the last day of the Festival.



14. Any property, litter, debris or rubbish remaining on or in HortPark after the Festival may be disposed of by the Organiser in any manner and at the Organiser' discretion. The Organiser shall not be liable to the Exhibitor for any loss, cost, expense, damage or other consequences arising from such disposal and the Exhibitor shall reimburse the Organiser for any cost and expense incurred by the Organiser from such disposal. The Exhibitor shall, in addition, indemnify the Organiser against any liability or claim by a third party whose property was disposed of by the Organiser in the mistaken belief held in good faith (which shall be presumed unless the contrary be proven) that such property belonged to the Exhibitor.
15. The Exhibitor shall take good care of and shall not cause any damage or permit or suffer any damage to be done to HortPark or to any property, facility, tree or shrub belonging to the Organiser. Any damage to park property, facilities, trees and shrubs arising from the Festival howsoever caused (including without limitation accidental damage caused by any act or omission whether negligently or otherwise of the Exhibitor, his employee, contractors, or agent) shall be repaired, replaced or reinstated at the Exhibitor's cost and expense, in accordance to the Organiser's requirements, and within the time specified by the Organiser. The Organiser may carry out such repairs or rectifications in which event all cost and expense incurred by the Organiser shall be fully recoverable from the Exhibitor. The Organiser' decision on this matter shall be final.
16. The Exhibitor shall note that unauthorised storage of equipment in HortPark is an offence.
17. The Exhibitor shall not use or permit
 - (a) the use of open fire and/or naked flames including but not limited to the use of LPG gas cylinders, refillable gas cylinders and charcoal braziers.
 - (b) the carrying out of open-fire cooking, barbeques, use of mobile kitchens or any activity that involves or makes use of open fire or flames during the Festival. Further, the Exhibitor shall not use or permit the use of smoke or mist machines.
18. The Exhibitor shall not carry out the washing of any eating or cooking utensils (e.g. dishes, plates, cups, pots and pans) in HortPark, except in designated areas.
19. The electrical consumption of each item of equipment brought into HortPark for the purposes of the Festival should not exceed 13 Amps, unless otherwise approved by the Organiser.
20. The Exhibitor shall assume all risks in respect of loss, injury or damage to any person or property, including the Exhibitor, all persons, the Organiser and their respective properties which may arise as a result of or in connection with the Exhibitor's Application and use of HortPark premises, or the non-provision of the premises by the Organiser for use by the Exhibitor for the Festival.
21. The Exhibitor shall be solely liable for, fully indemnify and hold the Organiser, its officers, employees and agents, to the maximum extent permitted by law, harmless from and against:
 - (a) all liabilities, damages, costs and expenses arising from any claims, demands, actions, proceedings, recoveries, judgment or execution, damages, costs



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(including legal costs on a full indemnity basis and/ or reasonable solicitor's fees), losses and expenses of any nature which the Organiser, its officers, employees or agents, may suffer or incur by, from or in connection with the application, the Festival or the Exhibitor's use or failure to use the HortPark premises or the provision or non-provision of the exhibition booths by the Organiser for use by the Exhibitor or any decision, or action of the Organiser; and/ or

- (b) all loss and damage to HortPark premises its adjoining or neighbouring premises and to all property therein howsoever caused whether directly or indirectly by the Exhibitor, including without limitation all loss and damage caused by the use or misuse, waste or abuse of water, fire or electricity by the Exhibitor.