

# 2021 STAND / MARINA FUNCTION APPLICATION FORM



**DEADLINE:** Friday 09 July 2021

**All functions require pre approval from the Boating Industry Association Ltd  
Please do not send out invitations until function is approved**

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Who is your contact during the function? *(name & mobile if different from above)*

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date of function: \_\_\_\_\_

Start

Marina night functions –  
8:00pm at earliest

No. of Guests: \_\_\_\_\_

Finish

**ALL** functions to finish  
by 11:00pm

No. of Contractors: \_\_\_\_\_

Please describe your entertainment program *(if applicable)*: \_\_\_\_\_

Please provide details of deliveries *(if applicable)*: **Note:** F&B for functions in the halls must be provided by ICC Sydney

Which entrance will you position your “meet & greet” staff? *please select*

HALLS:

Event Deck ☐  
(external)

Door 6 ☐  
(internal)

MARINA:

East ☐  
(city)

West ☐  
(Harbourside)

Which entrance will your deliveries enter through? *please select*

HALLS:

Event Deck ☐  
(external)

Door 6 ☐  
(internal)

MARINA:

East ☐  
(city)

West ☐  
(Harbourside)

**All marina functions having deliveries and/or entertainment must provide a delivery schedule and/or event schedule with their application.**

I \_\_\_\_\_ declare that I am the person responsible for this function and will abide by the terms and conditions set out by the Boating Industry Association with regards to stand / marina functions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return form by **09 July 2021** to:

James Thompson, Operations Manager  
Direct: 02 8197 4755 – Email: [james@bia.org.au](mailto:james@bia.org.au)



## 2021 Sydney Festival of Boating Stand / Marina Functions – Terms and Conditions

Application forms must be received by **Friday 09 July 2021**

- No function may take place without prior written approval by Festival management (Boating Industry Association Ltd).
- At all times, exhibitors and their guests must follow instructions issued by Festival security and the Festival management team.
- Morning functions in halls or on marina are not possible on the first day of the Festival (Thursday). Other days are possible from 7am however it should be noted that cleaning contractors typically work from early each morning cleaning and preparing stands for the day. In addition to the BIA issued function wristband, morning function attendees will also need to present a Festival entry ticket (wristband) to gain entry onto the marina or into the halls.
- Evening marina functions may not commence before 8:00pm. **ALL** functions (halls & marina) must conclude by 11:00pm.
- Your stand/vessels must remain accessible to the public during the Festival trading hours;  
Halls: 10:00am to 8:00pm | Marina: 10:00am to 8:00pm.
- All guests must vacate the premises within 20 minutes of the agreed conclusion time of the function.
- The number of guests permitted will be based on the exhibitor's location in the halls / on the marina and the impact of potential traffic congestion.
- All visitors at a private function must wear a BIA issued function wristband or other identification as issued by function organiser. Function wristbands are to be collected from the Exhibitor Information Desk during the move-in period of the Festival.
- Function wristbands allow guests access to the function stand / vessel only. Access to other areas of the halls / marina is not permitted once the Festival has closed to general visitors.
- Guests attending functions during Festival hours must present a ticket to enter the Festival. Exhibitors are reminded that they can pre-purchase tickets for their guests (refer to the Exhibitor Manual for instructions).
- It is mandatory that a representative for an approved function provide a "meet & greet" staff member at the nominated entry point(s) of the halls / marina for the duration of the event. Guests who have misplaced / forgotten or do not have the BIA issued function wristband will not be permitted entry.
- It is the responsibility of the function organiser to issue their guests with the BIA function wristband.
- Details of all deliveries must be provided with the application, including times of delivery, company name and type of delivery (i.e. 2 trolleys of boxes; PA system, drum kit etc)
- Details of all entertainment must be provided with the application.
- On the marina:
  - Deliveries on the marina cannot take place until 6:00pm unless otherwise approved in advance by the Festival management team. All deliveries need to be managed in a way that ensures there is no risk of accident or collision with members of the public or other exhibitors. Heavily laden trolleys will need to be unloaded at the marina gates and multiple trips of manageable size made. All contractors (caterers, entertainment, AV etc) must wear a BIA issued wristband.
  - Function organisers must place all rubbish in the bins provided at the conclusion of their function, not the following morning, to ensure rubbish is removed before the following days operating hours.
  - Glass bottles must not be placed in the rubbish bins for WH&S reasons – please place in designated glass bins – these will be delivered to your stand at approximately 6:00pm.
- It is the responsibility of the function organiser to supervise and control guests, and to refuse service of alcohol to guests adversely affected by alcohol in accordance with the Harm Minimisation requirements under the Liquor Act 1982.
- Depending on the number of guests, the BIA reserves the right to employ extra security guards for marina and function areas at the exhibitor's expense.