

1. Antique & Collectable Event Management Pty Ltd (ACEM) - Terms & Conditions of Trade

(a) ACEM will provide venues for vendors to trade for an agreed hire fee.

(b) Public liability insurance - ACEM holds a \$20,000,000 policy as the event organiser, however vendors are required to hold their own policies to trade at our events. As of 19th February 2025, vendors may be covered under ACEM's policy for a single event at a cost of \$12. This will be added to all invoices sent out to vendors unless a Certificate of Currency is provided. Please note that it is still recommended for vendors to hold their own standalone policy.

(c) All vendors must trade under the terms of Office of Fair Trading. Which includes, but is not limited to - no Nazi items to be displayed or sold at any event. See website for further information.

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/selling-your-products-and-services>

(d) All site fees and table hires must be paid for in advance.

(e) Sites that remain unpaid by the invoice due date will not be held. If you are having trouble paying, please reach out to ACEM management to discuss - or your site may be reallocated.

(f) 6ft trestle tables are available to hire at a rate that is set out in our fees and charges schedule. Tables must be returned at the event conclusion, or a table replacement fee may apply.

(g) Vendors will be notified via email prior to all events the necessary bump in requirements.

(h) All displays must have floor length table covers and all stock to be displayed in a tidy manner.

(i) All displays must be within the allocated site measurements and be stable, safe and free from any obstructions or trip hazards.

(j) All electrical items and cords used must be tag tested with current tags displayed.

(k) All electrical leads must be taped down or cable trays used to prevent trip hazards.

(l) No packing up prior to the event closing time.

(m) Whilst at events, all vendors must follow all instructions set out by management and follow all rules set out by workplace health & safety.

2. Antiques & Collectables Event Management Pty Ltd (ACEM) - Cancellations & Refunds

(a) Cancellations received prior to 30 days from the event date will be accepted and full refunds will be made by ACEM to the vendor (if applicable).

(b) Cancellations within 14 days from the event date will not receive a refund from ACEM unless the site can be filled by another vendor.

(c) If for any reason an event is cancelled by ACEM or a venue after a vendor payment has been received, all fees paid will be refunded by ACEM to the vendor within 3 business days from the cancellation notification.

(d) There will be no transfer of fees paid from one fair / venue to another. If venues or booking requirements change - full refunds will be given by ACEM to the vendor. The vendor will have to rebook and make payment again to secure the new venue / date.

**Antique & Collectable Event Management Pty Ltd (ACEM)
FY2024 - 25 Fee & Charges Schedule**

- Single centre site 4m x 4m, \$176
- Double centre site 8m x 4m, \$220
- Single wall site 4m x 4m, \$198
- Double wall site 8m x 4m, \$ 240
- Single table site, 6ft table included (selected fairs only) \$66
- Table hire 6ft, price per each \$14
- Public liability insurance - single event coverage \$12
- Hire table, replacement fee \$50 per each
- Various card payments may incur surcharges, set out at a rate that is displayed at the point of sale