

Stallholders Application Form



General Term and Conditions

1. The stallholder will comply with all Government, Local Authority and Statutory Bodies and meet food handling and safety requirements.

a) **Not-for-profit and charitable organisations:** The Festival will register your food activity with Murrumbidgee Council on your behalf and will allocate a Food Safety Supervisor to support you in complying with food safety regulations.

b) **Food Businesses:** Your business must provide a copy of your food inspection report, a copy of your Business Registration and Food Safety Supervisor Certificate to the Stallholder coordinator at kate.anne.smith@gmail.com. This will be registered with Murrumbidgee Council on your behalf.

2. All stallholders are required to supply their own food handling and hand washing facilities if applicable, appropriate storage, warming and serving equipment.

3. The stallholder fee must accompany the application and is required to secure the confirmation of a stall at the Festival. Site fee only payable by Stallholders selling a product/service at the festival - if you are displaying information and not selling or providing free food tastings, there is no site fee.

4. Stallholders will be courteous in their interaction with other stallholders, customers and staff.

5. Stall allocations are totally at the discretion of the Stallholder Coordinator, which will give preference to applicants who can provide unique and authentic flavours and quality produce and items for sale.

6. The organisers of the Festival reserve the right to refuse an exhibitor based on:

- a) appropriateness of the products for sale, or
- b) if it is considered that attendance by that exhibitor will adversely affect another exhibitor, or
- c) if the Committee believe there are too many exhibitors selling similar products.

Insurance

7. All stallholders MUST have Public Liability insurance cover and should complete the necessary section on the Application Form. We prefer a minimum cover of \$10 million but will accept \$5 million from small stallholders.

Equipment

8. The Stallholder will supply their own marquee, table, chairs and electrical access requirements for the stall including extension cords (any electrical equipment to be

used must have a current test tag attached). A limited number of marquees and tables are available for hire and hay bales for sale if required and ordered in advance on the application form.

Access, Set Up and Pack Up

9. SUNDAY MAINSTREET FESTIVAL - Stallholders are permitted to set up between 6.30am and 8.45am on Sunday 30th October 2022. Festival Trail will open at 9.00am, so all stalls must be ready before this time. Vehicles are permitted on site for unloading only until 8.00am at which time Brolga Place will be closed and vehicles must be moved to the designated parking area immediately.

10. Stallholders are required to operate their stall for the duration of the Mainstreet Festival from 9.00am to 4.00pm on Sunday and pack up after 4.00pm. Vehicle access is not permitted between 8.00am and 2.00pm.

11. Public access ways must be kept clear at all times from equipment, signs etc. Site plans will be supplied by the Festival. All stallholder equipment is to be firmly secured to protect personal and public safety.

12. All stallholders are requested to leave their site in a tidy condition.

Sharing or Subletting

13. The Stall shall not sublet or not share without prior approval. Any stallholder who is found to be sharing or subletting without permission risks being asked to leave or charge extra site fees.

Cancellation

14. Refunds relating to cancellation: **more than 12 weeks prior to the Festival - 100% refund, between 4 and 12 weeks prior to the Festival - 50% refund, and less than 4 weeks prior to the festival - no refund.** Every effort will be made not to cancel the Festival in the event of wet weather. All Stallholders will need to ensure they have gazebo or wet weather cover.

Theft, Loss and/or Damage

15. Whilst taking all care and providing security for the duration of the Festival, the Coleambally Chamber of Commerce (as organiser of the Festival) SHALL NOT be held responsible for theft, loss or damage to the exhibitors' property whilst at the Taste Coleambally - Farm and Food Festival.

Stallholders Application Form



Business Name			
Contact Person		Phone	
Postal Address			
Town		State	Postcode
Email			
Description Products and/or Information for display or sale.			
Stallholder Category (Please indicate with X)	Not-For-Profit Stallholders <input type="checkbox"/> Food Stall <input type="checkbox"/> Information Stall <i>Site fee is not necessary for not-for-profit, but a small donation is welcome.</i>	For Profit Stallholders <input type="checkbox"/> General Market Stall <input type="checkbox"/> Sponsor or Information Stall <input type="checkbox"/> Food Business Stall NSW Food Authority Notification Number _____ <i>A site fee is applicable to businesses selling products or services at the Festival.</i>	
Set Up Days	<input type="checkbox"/> Mainstreet Festival Day - Sunday only 6.30am – 8.45am		
Stall Requirements This information assists organisers on where to place your display or stall. Due to limited covered areas being available, preference will be given to Not For Profit or volunteer organisations.		Site Price	Total Owning
	<input type="checkbox"/> Table area 2m	\$10	
	<input type="checkbox"/> 3m x 3m uncovered area	\$20	
	<input type="checkbox"/> 3m x 6m uncovered area	\$40	
	<input type="checkbox"/> 3m x 3m covered awning area	\$30	
	<input type="checkbox"/> 3m x 6m covered awning area	\$50	
<input type="checkbox"/> Other: Please Specify	POA		
Power	<input type="checkbox"/> Power access (BYO Lead)	\$15	
Equipment Hire	<input type="checkbox"/> Table	\$15	
	<input type="checkbox"/> Gazebo 3 x 3m	\$15	
	<input type="checkbox"/> Gazebo 3 x 6m	\$30	
	<input type="checkbox"/> Hay Bale purchase <input type="checkbox"/> Qty.	\$4/bale	
This form constitutes a TAX INVOICE for Taste Coleambally Food & Farm Festival Incorporated ABN 426 0397 6265		Total Paid	
Promotional Presentation The presentation is optional and will be time limited to 5 minutes and related to the objectives of the Festival.	<input type="checkbox"/> We have a presentation or video to be present at the Festival <input type="checkbox"/> I have emailed or given a copy of slide show or video to Event Organisers <input type="checkbox"/> I have a promotional video or advertisement that could go on the website www.farm2food.net to promote my products. <input type="checkbox"/> We will not be doing a presentation on the day		
Application Submission	<input type="checkbox"/> I agree to the terms and conditions and have paid site and hire fees <input type="checkbox"/> Direct Deposit to Taste Coleambally Food & Farm Festival Incorporated BSB: 633 000 Account: 162 332 118 with reference: STALL (your Business name). <input type="checkbox"/> By Post to PO BOX 106, Coleambally NSW 2707 <input type="checkbox"/> I have emailed a copy of this application form to kate.anne.smith@gmail.com <input type="checkbox"/> Copy of the Public Liability Insurance form attached <input type="checkbox"/> Copy of Certificate - Food Business Registration (from local council if applicable) Signature of Applicant: _____		

Application Form must be submitted no later than 4pm Friday, 30th September, 2022.