



Stallholders Application Form

Stallholder Information

Name: _____

Business/Organisation Name: _____

ABN: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

Stall Details

Accurate Description of Products/ Services: _____

Food Stalls please note: Please ensure you declare **ALL** individual food items you will be selling, as we will not be having multiple stalls with the same food items for sale.

Please note any special requirements you may have on the Fiesta day and provide reasons:

Insurance Details

Name of Insurance Company: _____

Policy No: _____ Expiry Date: _____

You must attach a copy of your Certificate of Currency outlining your policy details to your Application Form. If your certificate expires before the Fiesta date, and your application is accepted, you must forward your new policy details as soon as possible.

DISCOUNTS:

When more than 3 stall sites are required, the following discounts apply:

3 stalls 10% discount 4 > stalls 20% discount

Applications received with payment by **30th September** will receive **\$5 per site Early Payment**

Payment Details

Please tick which fees apply to your application:

- \$25 Community stall/private sales (hobbyist without an ABN)
 \$30 Commercial Operator (registered business with ABN)

No. of vehicle passes required: _____

No. of stalls: _____

If you require Public Liability Insurance for the day please contact Jennie on 0407 807 238 for a quote.

Enclosed with Application

Please tick boxes where appropriate:

- Copy of own current Public Liability Insurance Cover
 Signed copy of *Agreement of Terms and Conditions for Stall Holders*
 Copy of Hepburn Shire Food Permit, or
Copy of the *Application for Temporary Registration of Food Premises*
 Second hand dealer's licence.
 Other, please specify: _____

Method of Payment

Please tick appropriate box:

- Cash Payment at CBA Creswick
 Cheque made payable to Creswick Forestry Fiesta
 Money Order
 Bank Cheque
 Direct Deposit (please contact Jennie for Bank details)

An invoice will be available on request.

Amount Enclosed: \$_____

Terms and Conditions for Stall Holders

Integrity

- The Committee comprising of Chair person, Project Co-ordinator and Secretary reserves the right to refuse entry or direct the removal of any organisation, at any time during the day, where the opinion of the committee is that the organisations' activity and/or service has been misrepresented, not stated on the application form or does not comply with the standards of the festival.
- The committee also reserves the right to request any organisation to remove themselves from the Festival site if the organisation or any person representing the organisation is believed to be operating dishonestly. This includes selling goods which are suspected to be stolen or unlawfully obtained, or where an organisation is causing a public nuisance, is acting in a manner detrimental to the overall success of the Festival, fails to comply with risk management policy, or in any way does not uphold the standards and integrity of the Creswick Forestry Fiesta.
- Any grievances or suggestions shall be in writing within fourteen days after the event.
- All staff on stalls are to be informed of these conditions and are expected to abide by them.

Site

- The Fiesta Co-ordinator will decide allocation of the site and no correspondence will be entered into.
- Sites are to be erected between 8.00 am and 8.45 am unless previous arrangements have been made and agreed upon.
- No stall is to be dismantled or packed up prior to 4.00 pm.
- The organisation must provide its own equipment, services, displays, etc.
- No vehicles, tents or animals shall be on the site with out prior approval of the Fiesta Co-ordinator.
- All prices/entry fees are to be clearly displayed to the public.
- It is the responsibility of the organisation to leave the site clean and tidy.
- Enquiries are to be directed to the Fiesta Co-ordinator in regards to the conditions.
- All staff on stalls are to be informed of these conditions and are expected to abide by them.

Power

- The organisation is responsible for ensuring that any leads used are safe at all times and do not pose a hazard in any way.
- All electrical equipment must have an inspection certificate from a qualified electrician within the preceding twelve months and must be in good working order.

Gas Appliances

- All gas appliances used for cooking are required to be in excellent working condition with particular attention being given to gas bottles (current date), flame guard etc.

- On inspection, where in the opinion of the Committee and/or an officer of the Shire of Hepburn, equipment is deemed to be a hazard, the organisation will be directed to remove the equipment immediately.

Vehicle Access

- Vehicles will only be permitted on displaying the entry pass.
- Entry to the fiesta area for unloading and packing up via Albert St.
- All unauthorised vehicles must be out of the fiesta area by 9.45 am.
- No unauthorised vehicle is to be inside is to be inside the Fiesta area between 9.45 am and 4.00 pm without prior arrangement with the Fiesta Co-ordinator
- (vehicle pass will be provided)

Security

- The organisers will not be responsible for any loss or damage to any stock or equipment left any where on the site.
- Police will be in attendance of the Festival.

Consumption of Alcohol at Stalls

- The Creswick Forestry Fiesta does not allow the consumption of alcohol brought into the Festival at any site. Consumption of wine purchased at the Festival is an exception.
- We reserve the right to have any person or persons removed from the Festival site who appear to be under the influence of alcohol or drugs.

Health and Safety Requirements – Food and Consumables

- All relevant permits and registrations shall be the responsibility of the stall applicant.
- All food and consumable stalls must be registered with the Hepburn Shire Council.

Public Liability Insurance

- By signing this agreement you are agreeing to provide an exclusion of liability on your Public Liability Insurance policy for:

The Creswick Forestry Fiesta

The Shire of Hepburn.

VicRoads

Housekeeping and Safety

- It is the responsibility of the Organisation that you ensure your site is safe at all times and no part of your stall poses a hazard to any persons.
- All equipment, power leads, stock, guy ropes, packaging, furniture or any other item used at or in conjunction with the running of your stall must be deemed to be safe and secure at all times.
- The festival organisers will not accept any responsibility for any damage person or injury caused to any person or property by the negligence in part or in whole by any and all organisations.

Agreement of Terms and Conditions for Stallholders

I have read and understand the above *terms and conditions* and I / the organisation agree/s to abide by these conditions. I have also read the **Terms and Conditions – BANNED ITEMS** and fully understand them.

Authorised Signatory_____

Please Print Name_____

Please return this page with your Application Form.