STALLHOLDER APPLICATIONS

The next Wattle Grove Public School Fair will be held on **Sunday 7th May 2017**, from 10am until 3pm. It is the largest annual event organised by our P&C Fundraising Committee, a proactive and passionate group of parents supported by the school community.

This event is designed to bring our school community together and attract families from the broader community to come and share a fun, positive family and friends day. Interested persons, community organisations and businesses are invited to be part of the event.

With limited stalls sites available this is a valuable opportunity to showcase your business, activity or resources to an estimated over 3000 people. We look forward to receiving your applications.

All enquiries to Kristen Elmore, Fair Coordinator via email wgpsfair@gmail.com or through our Fair Facebook site at https://www.facebook.com/WattleGroveSpringFair.

Please note the Stallholders Application Form is an expression of interest only, and does not guarantee a placement.

Kind Regards,

Kristen Elmore & Sarah de Sade
Fair Coordinators

**VENUE:** Wattle Grove Public School, Cressbrook Drive, Wattle Grove, NSW 2173

**DATE:** Sunday 7th May 2017

**FAIR TIME:** 10am – 3pm

**BUMP IN TIME:** 6am - 9am (All stalls must be setup 1 Hour prior to start)

**BUMP OUT TIME:** 3pm – 6pm

**APPLICATIONS CLOSE:** 1st January 2017
# Wattle Grove Public School Fair 2017

## STALLHOLDER APPLICATION FORM

### ORGANISATION / BUSINESS DETAILS

<table>
<thead>
<tr>
<th>Organisation / Business Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Suburb:</td>
<td>State:</td>
</tr>
<tr>
<td>ABN:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td>Facebook:</td>
</tr>
</tbody>
</table>

### Returning Stall Holder?

- [ ] Yes
- [ ] No

### Are you a WGPS parent?

- [ ] Yes
- [ ] No

#### Type of Stall:

- [ ] Arts & Crafts
- [ ] Handmade
- [ ] Fashion
- [ ] Local Produce
- [ ] Food vendor
- [ ] Non-For Profit Organisation
- [ ] Activity Provider
- [ ] Other (Please Specify)

### Description of your business or organization:

### Types of goods/food intended for sale:

### Special requests or requirements (we will attempt to accommodate them):

### ACTIVITY PROVIDERS

Please provide your activity and what age groups your cater for.

### Do you have a current Working With Children License?

- [ ] Yes *(Please provide copy)*
- [ ] No

### STALL TYPES AVAILABLE

<table>
<thead>
<tr>
<th>Stall Type</th>
<th>Dimensions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Stall:</td>
<td>3.5 x 3.5m</td>
<td>$75</td>
</tr>
<tr>
<td>Food Vendors:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Stall:</td>
<td>3.5 x 3.5m</td>
<td>$250 (+ $100 Refundable Bond)</td>
</tr>
<tr>
<td>Food Truck / Trailer:</td>
<td>Specify Dimensions:</td>
<td></td>
</tr>
<tr>
<td>Information Stall: <em>Must not sell any items</em></td>
<td>3.5 x 3.5m</td>
<td>FREE</td>
</tr>
</tbody>
</table>

### Do you require Power?

- [ ] NO
- [ ] YES

### Do you require vehicle access to unload your goods and set up Stall?

- [ ] NO
- [ ] YES

### Do you have/require a gazebo?

- [ ] NO
- [ ] YES

### Approximate length of time needed to set up (structure and/or produce):

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PUBLIC LIABILITY INSURANCE DETAILS

☐ You must have a current Public Liability Insurance. **A Copy must be attached** with your application.

*Note: Applications will not be considered if the Public Liability certificate of currency is not attached.*

<table>
<thead>
<tr>
<th>Insured:</th>
<th>Policy Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Company:</td>
<td>Coverage Value:</td>
</tr>
<tr>
<td>Insurance Type:</td>
<td>Expiry Date:</td>
</tr>
</tbody>
</table>

FOOD REQUIREMENTS (For Food Vendor Stalls/Trucks ONLY)

☐ Do you have a NSW Food Authority Certificate of Registration for a Food Business. **A Copy must be attached.**

*Note: Applications will not be considered if the Certificate of Registration if not attached.*

Do you have your own portable warm running water facility?

*Note: ALL food stalls MUST have access to hot water, & hand washing facilities to meet NSW Health regulations.* □ YES □ NO

Do you have a Food Safety Supervisor Certificate? **A Copy must be attached** with your application. □ YES □ NO

Name of registered Food Safety Supervisor:

For Risk Management purposes please list all equipment and/or cooking items that you intend to use at the market.

☐ BBQ ☐ Gas stove ☐ Deep Fryer ☐ Fry Pan ☐ Bainmaire
☐ Fridge ☐ Freezer ☐ Power Cords ☐ Portable Power Source ☐ Gazebo
☐ Other (please list)

PAYMENT DETAILS

*Please Note:* Payment is **not** required until Stallholder has received written (email) confirmation from the Fair Committee that their application has been successful.

**Direct Deposit**

| Name of Account: Wattle Grove Public School P&C | Total Cost for Stall: $
| BSB: 032-379 | |
| Account: 312768 | |
| Reference: Stall/Name of business. | |

APPLICATION DUE: 1st February 2017

Contact: Kristen Elmore – Fair Coordinator

Email: wgpsfair@gmail.com *(Please ensure Subject is ‘stallholders Application)*

Fax: (02) 9731 1377

Mail: Wattle Grove Public School P&C
      Cressbrook Drive, Wattle Grove NSW 2173
**Terms and Conditions**

**APPLICATIONS** Applications may be accepted with a completed application form, signed Terms and Conditions and insurance paperwork. The Fair Committee reserves the right to reject any application. All Stallholders must agree to and abide by all Terms and Conditions at all times. Failure to do so will result in a cancellation of your booking. There are a limited number of stalls available.

**PAYMENT** If the stallholder application is successful, **full payment is due within 14 days** from invoice date. Non-payment by this date may result in the stall be reallocated. Bookings will not be confirmed until payments have been received.

**BOND (Food Vendors only)** A fully refundable Bond is required by all Food stall vendors. Bond amount is fully refundable upon completion of the Fair, and once the Stallholders area is cleared per the Waste Management Terms and Conditions. Failure by the Stallholder to comply with the Waste Management Terms and Conditions will result in the Bond being forfeited. The Fair Committee reserves the right to forfeit a stallholders Bond should they damage any part of school property. All stallholders who do not turn up at the Fair after confirming their stall will forfeit their bond. All Food Vendors Bonds will be refunded electronically within 14 business days from the closure of the Fair.

**BUMP IN** Stall areas are available to be setup between 6am – 9am and must be ready for business at 9.45am. Stallholders must check in with the event staff prior to setting up. Stallholders will be advised of their site number, specific access times and unloading instructions in the week prior to the Fair. No stallholder will be given access to the grounds before their scheduled time. **Please note once you have unloaded you will be required to remove your car to enable your fellow stallholders to unload.** Late arrivals will be required to wait outside until stallholders scheduled at that time have gained access.

**BUMP OUT** Stall areas **cannot** be dismantled until **after 3pm**. The gate will be locked during the event (except in relation to emergency vehicles).

**ALLOCATED AREA** The Fair Committee reserves the right to allocate the stall area to stallholders. Requests for particular positions cannot be guaranteed. All care will be taken to avoid similar type stalls being placed together. The Stallholder must only trade within their allocated area. (A site map will be emailed to you 2 days before Fair day). A stallholder’s market/business name must be prominently displayed on their stall.

**EQUIPMENT** Stallholders are required to supply their own equipment such as marquee, sand bags, trestle tables and chairs; and erect their stall structure. All gazebos, umbrellas or shades must be adequately fastened and fixed to the ground to prevent injuries; if they cannot be fastened to the ground safely, you will be unable to use them. Stallholders must confine their displays and signs to their stall site and keep walk ways clear. Music and entertainment is organised and provided during this event; stallholders are **not** permitted to amplify music or spruik via a microphone during the event, unless authorised by the Fair Coordinators.

**PARKING / VEHICLES** Stallholders can park vehicles in surrounding streets, or at Australia Park carpark. Stallholders will not be permitted to park onsite, nor have vehicle access to their stalls until the completion of the event. If you have disability or any other physical/medical reason that you cannot park on the street, please notify the fair committee before the event to see if alternative arrangements can be made.

**FOOD VENDORS** All food stallholders must be registered with the Liverpool Council or local government in which the business is registered, and have appropriate insurance and licenses. Food stalls must comply with the NSW Food Act 2003, Food Regulation 2015 and Australia New Zealand Food Standards Code. Food stallholders must **supply a copy of their certificate of registration for a Food Business and insurance** upon sending in their application. Only professional food outlets with a Food Safety Supervision Certificate will be permitted to operate a stall at this event. The Food Safety Supervisor must be present at the stall for the duration of the Fair; failure to do so will result in the stall being closed. Food stallholders must **supply a copy of their Food Safety Supervision Certificate** with their application.

**INFORMATION STALLS** Must be for the sole purpose of promoting business, activity, or organization. Information stallholders **must not sell** any items.

**GOODS FOR SALE** Stallholders are required to provide a list including all the different type of goods you intend to sell at your stall with the Application. The Fair Committee will **not** grant exclusive rights to sell a particular item, but every attempt to limit this wherever possible will be made.
Stallholders are not permitted to sell items that are illegal, offensive, unsafe or unsuitable to children, or items which will come under direct completion with a school-based stall. Such items include but are not limited to, aerosol cans, water pistols, water bombs, cap guns, caps and toy knives or knives as weapons, raffle tickets, hamburgers, Sausage Sizzle, Ice Creams, Fairy Floss, Snow cones, new or second hand books, second hand toys, gift hampers, and lollies. Any breach will result in a forfeiture of your bond (where applicable) and closure of your stall.

There are a limited number of powered market stall sites.

All electrical equipment and leads must have been inspected and tagged by a licensed electrical contractor, with an expiry date clearly labelled. Leads that have surpassed the expiry date are not to be used, and no electrical leads are to be placed on the ground. If stallholders do not comply or conform to these regulations, permission for stallholders to operate at the Fair will be withdrawn, the stall will be closed and the stallholders Bond forfeited.

It is the stallholder’s responsibility to remove all waste/rubbish upon completion of the event, and leave the area in the same state as it was prior to the Fair; failure to do so will result in the stallholders Bond being forfeited. Appropriate care must be taken at all time to prevent any damage.

Stallholders participating at the Fair do so at their own risk; the WGPS P&C is not responsible for any loss or damage to goods. Stallholders are responsible for the security and supervision of all of their goods and belongings whilst at the event. Event organisers will not accept any damages or loss incurred whilst participating in the event.

The WGPS P&C is not responsible for any personal injury. Stallholders are responsible for their own Public Liability Insurance. The Wattle Grove Public School P&C public liability does not extend to other organisations, groups or private individuals. All Stallholders must supply a copy of their Public Liability Insurance with their stall holder application; which must also be kept on stallholders at all times during trading, and produced if requested.

Stallholders are not permitted to leave any boxes, goods, ropes or protruding tent pegs, which may cause trip hazards; dangerous projections such as star pickets and tent pegs must be rendered safe in some way. Stallholders are responsible for keeping their site safe and tidy at all times during the fair. You acknowledge that you will take full responsibility for any injuries or damage to any person or personal object, if that injury is a result of an unsafe site, unsafe activity or negligence on your or your stalls behalf.

No Refund will be given due to cancellations of the event caused by circumstances beyond the control of the Fair committee. I.e. wet weather, wind. Nor will a refund be issued for a stallholder’s cancellation. It is the stallholder’s responsibility to check with the Fair Committee should it look like adverse weather conditions might affect the Fair.

The event is an alcohol and smoke free event. Dogs are not permitted. Please be considerate of noise during set as we are within a residential area.

I have read the above Terms and Conditions of set out in this application for all stallholders, and agree to conduct my business in accordance with these guidelines.

NAME

BUSINESS

SIGNED

DATE